

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON AUGUST 3, 2016 IN THE CITY COUNCIL CHAMBERS
OF THE BELVIDERE CITY HALL**

CALL TO ORDER: Chair Gonzalez called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:30 PM.

ROLL CALL: All Commissioners were personally and physically present in the meeting room. No Commissioner was absent. No Commissioner attended by electronic or remote methods. Also present was Police Chief Jan Noble, Deputy Police Chief Shane Woody, Police Sergeant Matthew Wallace, Police Detective Daniel Smaha and Fire Chief Al Hyser. Also present was Board Counsel, Roberta Holzwarth. No one else was present.

PUBLIC COMMENT: Since no members of the public were present, there was no Public Comment presented.

READING OF THE MINUTES: As to proposed Minutes that were ready for review, Secretary Phillips distributed copies of the proposed Minutes of the June 22, 2016 and July 13, 2016 Special Meetings and of the July 20, 2016 Regular Quarterly Meeting. Commissioner Hunter made a verbal Motion To Approve Minutes As Presented for all three Meetings. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and the proposed Minutes for the three Meetings were approved.

COMMUNICATIONS:

A. Bills Payable.

Chair Gonzalez presented an Invoice from C.O.P.S. and F.I.R.E. Personnel Testing Service in the amount of \$ 850.00 for the administration of the psychological testing for the promotional process for Fire Captain and Fire Lieutenant. Commissioner Phillips made a verbal Motion To Pay this Invoice. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and the submitted Invoice was approved for payment.

B. Police Chief's Report.

Because Police Chief Jan Noble was suffering from a sore throat, Deputy Chief Woody presented the following report:

- 1) Probationary Policy Officer Lopez was now in Step V of the FTO Process;
- 2) Probationary Policy Officer Reese was now in Step IV of the FTO Process and by Tuesday he will have completed his 80 hour training procedure. He will report to work on the shifts beginning on August 6, 2016;
- 3) Probationary Policy Officers Callahan and Garcia are now in Week #6 of the Police Training Institute's (PTI) Course in Champaign, IL. They are doing well and are on schedule to graduate from PTI in September of 2016.
- 4) Deputy Chief Woody introduced Detective Daniel Smaha, who will replace Sgt. Wallace in doing the background investigations for Candidates for Police Officer and Fire Fighter while Sgt. Wallace is away at specialized training.

C. Fire Chief's Report. Fire Chief Hyser reported as follows:

- 1) Fire Captain Ken Jaeger, a 30 year veteran of the Fire Department, will retire effective on August 19, 2016.
- 2) Promotions are still scheduled for August 22, 2016 for Fire Lieutenant Brian Harbison (to be promoted to Fire Captain) and Firefighter David Burdick (to be promoted to Fire Lieutenant).
- 3) Probationary Fire Fighter Ron Herman is doing quite well in his training and has passed his proficiency tests.
- 4) As of August 22, 2016, (with the promotions to Fire Lieutenant and Fire Captain), the Fire Department will have two vacancies in the Fire Fighter ranks.

UNFINISHED BUSINESS:

A. Amendments of Rules and Regulations of the Board. The Board discussed with its Counsel, Roberta Holzwarth, the following possible amendments to the Board's current Rules and Regulations:

- 1) The Police Chief reported that his Department is still working on a proposal for a police officer screening panel to interview Candidates who are listed on the Original Appointment Final Eligibility Register to be hired as Police Officers and then to file a weighted score report with the Board. This peer-reviewed, weighted scoring report would require a change in the Board's current Rules and Regulations and must be approved by the Board's Legal Counsel. The Board Members commented that they would not attend this "in-house" screening panel. Board Counsel Holzwarth will research the legality of the weighted, peer-review score as part of the hiring procedure and report back to the Board.
- 2) The Fire Chief needs a legal opinion from the Board's Legal Counsel as to whether the Rule of Five still applies even after the first Fire Fighter Candidate is hired. Board Counsel Holzwarth will research the legality of the Rule of Five after the initial Firefighter Candidate is hired and report back to the Board.

3) The requirement that the Board President and Secretary sign the Certificates of Original Appointment and of Promotion for the Fire Department. Board Counsel Holzwarth will research the legal requirement for such signings and report back to the Board.

4) The establishment of educational preference points for the Police Promotional Process. Board Counsel Holzwarth will research the legality for such and report back to the Board.

5) The Maximum Application Fee that the Board can charge. The Board will consider increasing the amount of such maximum fee.

6) The Fire Chief requested additional residence-based preference points for the original appointment of Fire Fighters. Board Counsel Holzwarth will research the legality for such and report back to the Board.

7) The order of the polygraph test and the oral interview of candidates by the Board and whether the Board can require the Fire Fighter original appointment candidates to submit to a polygraph testing prior to the Board's oral interview of these Candidates. The Board Counsel answered verbally that the Board could so require under its current rules and regulations.

8) The person required to notify a candidate for original appointment as a Police Officer or Fire Fighter of the Board's decision to remove such candidate's name from the Final Eligibility Register. The current practice of the Board Secretary sending such removal letters by certified mail shall continue.

9) Whether a candidate for original appointment as a Fire Fighter will be required to already possess a Paramedic Certification. The Fire Chief said that he is not pursuing that possible change.

10) The required contents of Public Notice of the Orientation Meeting and the written Examination for candidates for original appointment to the position of Police Officer of Firefighter. The Board Counsel will request a copy of the recent Consent decree between the Rockford Fire Department and the United States Equal Opportunity Commission on a similar subject and report back to the Board.

11) The places where Notices of Special Meetings of the Board shall be posted. Discussion ensued with no action taken.

NEW BUSINESS:

(A) Fire – Review backgrounds and personal reference surveys. The Board next heard the report of Sgt. Wallace on the background investigations of the next three highest ranked candidates on the 2016 Fire Fighter Original Appointment Final Eligibility Register: Seth L. Bicksler (#3), Stephen D. Shoevlin (#4) and Ian M. Langley (#5). The Board also review the results of the written personal reference surveys on each of these three candidates.

(B) Fire – Authorize polygraph testing. Commissioner Phillips made a verbal Motion To Find that Firefighter Candidate Seth L. Bicksler successfully completed the Background Investigation Step of the Hiring Process and that Mr. Bicksler be offered an opportunity to take a polygraph examination at the cost of the City. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Nay
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Firefighter Candidate Seth L. Bicksler has successfully completed the Background Investigation Process and that he be offered an opportunity to take a polygraph examination at the cost of the City of Belvidere.

Commissioner Phillips made a verbal Motion To Find that Firefighter Candidate Stephen D. Shoefflin successfully completed the Background Investigation Step of the Hiring Process and that Mr. Shoefflin be offered an opportunity to take a polygraph examination at the cost of the City. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Firefighter Candidate Stephen D. Shoefflin has successfully completed the Background Investigation Process and that he be offered an opportunity to take a polygraph examination at the cost of the City of Belvidere.

Commissioner Phillips made a verbal Motion To Find that Firefighter Candidate Ian M. Langley successfully completed the Background Investigation Step of the Hiring Process and that Mr. Langley be offered an opportunity to take a polygraph examination at the cost of the City. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Firefighter Candidate Ian M. Langley has successfully completed the Background Investigation Process and that he be offered an opportunity to take a polygraph examination at the cost of the City of Belvidere.

(C) Fire – Authorize moving forward with fire candidates. Commissioner Phillips made a verbal Motion To Authorize the Police Department to conduct Background Investigations on those Candidates ranked #6 through #10 on the 2016 Fire Fighter Original Appointment Final Eligibility Register. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and the Police Department is now authorized to conduct Background Investigations on those Fire Fighter Candidates ranked #6 through #10.

(D) Police – Review backgrounds. The Board next heard the report of Sgt. Wallace on the background investigations of the next six highest ranked candidates on the 2016 Police Officer Original Appointment Final Eligibility Register: Stuart Baits (#10), Ryan Moore (#15), Matthew Korn (#16), Mark aka Rich Weiland (#17), Courtney Geishert (#18) and Brandon Das (#19).

(E) Police – Removal of candidates. Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Stuart Baits did not successfully complete the Background Investigation Step of the Hiring Process and that his name be removed from the Police Officer Final Eligibility Register. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Police Candidate Stuart Baits' name shall be removed from the Police Officer Final Eligibility Register.

Commissioner Hunter made a verbal Motion To Find that Police Officer Candidate Ryan Moore did not successfully complete the Background Investigation Step of the Hiring Process and that his name be removed from the Police Officer Final Eligibility Register. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Police Candidate Ryan Moore's name shall be removed from the Police Officer Final Eligibility Register.

Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Courtney Geishert did not successfully complete the Background Investigation Step of the Hiring Process and that his name be removed from the Police Officer Final Eligibility Register. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Police Candidate Courtney Geishert's name shall be removed from the Police Officer Final Eligibility Register.

Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Brandon Das did not successfully complete the Background Investigation Step of the Hiring Process and that his name be removed from the Police Officer Final Eligibility Register. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Police Candidate Brandon Das' name shall be removed from the Police Officer Final Eligibility Register.

(F) Police – Authorization moving forward with police candidates. Commissioner Phillips made a verbal Motion To Find that Police Candidate Matthew Korn had successfully completed the Background Investigation Step of the Hiring Process and that he be offered the opportunity to complete a polygraph examination at the cost of the City of Belvidere. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Police Candidate Matthew Korn shall be offered the opportunity to complete a Polygraph Examination at the expense of the City of Belvidere.

Commissioner Phillips made a verbal Motion To Find that Police Candidate Mark a/k/a Rich Weiland had successfully completed the Background Investigation Step of the Hiring Process and that he be offered the opportunity to complete a polygraph examination at the cost of the City of Belvidere. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and Police Candidate Mark a/k/a Rich Weiland shall be offered the opportunity to complete a Polygraph Examination at the expense of the City of Belvidere.

At the request of the Police Department, Chair Gonzalez made a verbal Motion To Schedule a Special Board meeting to consider the reports of the Polygraph Examinations and further background investigations for Police Officer Original Appointment Candidates for 6:30 PM on Wednesday, August 17, 2016 in the City Council Chambers. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

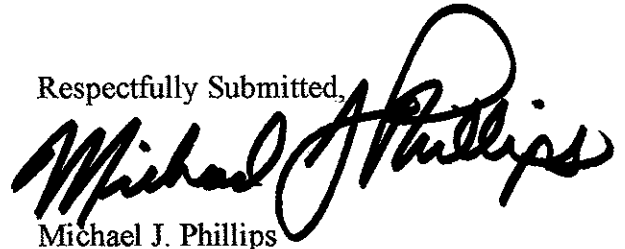
Chair Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez declared the Motion as Passed and the Board shall hold a Special Meeting on August 17, 2016 at 6:30 PM.

ADJOURNMENT:

Commissioner Hunter made a verbal Motion To Adjourn. Chair Gonzalez seconded this Motion. A voice vote was held and Chair Gonzalez declared the Motion as Passed and the meeting was adjourned. The Meeting adjourned at 8:34 P.M.

Respectfully Submitted,



Michael J. Phillips
Secretary of the Board of Fire and
Police Commissioners

APPROVED by Vote of the Board of Fire and Police Commissioners on August 31, 2016.