

**OF THE SPECIAL MEETING OF THE BOARD OF FIRE
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON NOVEMBER 22, 2022 IN THE CITY COUNCIL CHAMBERS
OF THE BELVIDERE CITY HALL**

CALL TO ORDER: Chair Hunter called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:04 PM.

ROLL CALL: Commissioners Hunter, Gonzalez and Phillips were personally and physically present in the meeting room. No Commissioner attended by electronic or remote methods. Police Chief Shane Woody were also personally present in person as was Deputy Police Chief Wallace, Deputy Police Chief Gardner and Detective Sergeant Smaha. Fire Chief Shawn Schadle was not present for this Meeting.

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: There were no proposed Minutes distributed. Secretary Phillips is still drafting the proposed Minutes of the October 4, 2022 Special Board Meeting and Chair Hunter is drafting the proposed Minutes of the November 9, 2022 Special Board Meeting (Commissioner Hunter was absent from the November 9th Special Board Meeting). . By Consensus the Board decided to continue until its next Board meeting the consideration of such proposed Minutes.

COMMUNICATIONS:

A. *Bills Payable.* Personnel Evaluation, Inc.'s Invoice # 45807 for the PEP tests administered to four Candidates. Commissioner Phillips made a verbal Motion To Approve As Presented this Invoice. Commissioner Gonzalez verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and this Invoice was approved for Payment.

The Blue Line's Invoice # 43772 dated August 31, 2022 in the amount of \$348.00 for publication of Testing Notices for the Board. Commissioner Phillips made a verbal Motion To Approve As Presented this Invoice. Commissioner Gonzalez verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and this Invoice was approved for Payment.

B. *Police Chief's Report.* Police Chief Shane Woody had no verbal or written report to present.

C. *Fire Chief Report.* Fire Chief Shawn Schadle was not present and thus no written or verbal Fire Chief's Report was presented.

UNFINISHED BUSINESS: NONE.

NEW BUSINESS:

(A) *Police – Discuss Changes to Section 3.18(a)(ii) of the Board's current Rules and Regulations as to Eligibility for Hiring of Lateral Officer Candidates.*

The Board then reviewed the correspondence from Board Counsel Roberta Holzwarth as to the proposed change to the eligibility requirements for hiring of Lateral Police Officer applicants, including but not limited to the hiring of out-of-state and/or Federal Law Enforcement Lateral Candidates. The Board then reviewed the proposed wording of the amendment to Section 3.18. Commissioner Phillips made a verbal Motion To Approve As Presented this Amendment to Section 3.18. Commissioner Gonzalez verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and Section 3.18 of the Board's current Rules and Regulations was hereby amended effective on December 5, 2022.

(B) *Police – Review And Approve COPS Testing Service Contract.*

The Board then reviewed the written Contract for Entry Level Law Enforcement Testing (Orientation, Physical Agility and Written Examinations) on behalf of the Board. Commissioner Phillips made a verbal Motion To Approve as Presented the proposed Contract with COPS and FIRE Personnel Testing, Inc. for Police Officer Entry Level Testing. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the proposed Contract with COPS and FIRE Personnel Testing, Inc. for Police Officer Entry Level Testing is hereby approved.

(C) *Police – Review of Lateral and Entry Level Applicant Status.*

Police Chief explained to the Board that at the November 9, 2022 Special Board Meeting the Board voted to remove Lateral Candidate James R. Martin from the Lateral Officer Eligibility List based on the mistaken view that out of state or Federal Officers were not eligible to be hired under the Lateral Entry Program. Police Chief Woody stated that he had spoken with Board Counsel Bobbie Holzwarth who explained that out-of-state and Federal law enforcement candidates were not ineligible to be hired as Lateral Candidates. Commissioner Gonzalez made a verbal Motion to reconsider the November 9th vote of the Board to remove Lateral Candidate James Martin from the Eligibility List. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared that this Motion has passed and that the proposed candidacy of Lateral Candidate James Martin was once again before the Board. The Board then discussed the results of the Peer Interview of Lateral Officer Candidate James Martin. Commissioner Hunter then made a verbal Motion To Remove James Martin from the Lateral Candidate Eligibility List for failing to successfully complete the required Peer Interview step of the Hiring Process. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared that this Motion has passed and that Lateral Candidate James Martin is hereby removed from the Lateral Officer Eligibility List for failing to successfully complete the required Peer Interview step.

Police Chief Woody then discussed the status of original entry Police Officer Candidate Carlos Ochoa who because of a family emergency cannot at this time complete the required Polygraph Examination. Mr. Ochoa requested that he resume the hiring process in January or February of 2023 and would like to remain on the Final Eligibility List. Commissioner Phillips made a verbal Motion To Permit Entry Level Candidate Carlos Ochoa to remain on the Final Eligibility List. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared that this Motion has passed and that Original Entry Candidate shall remain on the Final Eligibility Register.

(D) *Police – Review of Polygraph for Entry Level Candidate(s).*

The Board then reviewed the written report of the Polygraph Examination administered to Entry Level Police Officer Candidate Jonathan Hernandez. Commissioner Hunter made a verbal Motion To Find that Candidate Hernandez had successfully completed the Required Polygraph Examination step of the Hiring Process. Commissioner Phillips verbally seconded that Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared that this Motion has passed and that Candidate Jonathan Hernandez has passed the required Polygraph Examination step of the Hiring Process.

(E) Police – Interview Entry Level Candidates(s) Who Successfully Completed the Polygraph Examination.

Candidate Jonathan Hernandez then appeared in person before the Board and the Board then conducted an Oral Interview of Candidate Hernandez. Commissioner Gonzalez made a verbal Motion To Find that Candidate Hernandez had Successfully Passed the Required Oral Interview Before The Board. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Nay
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion As Passed and that Candidate Hunter had Successfully Completed the required Oral Interview Before the Board.

(F) Police – Conditional Offer of Employment to Entry Level Candidates(s) Who Successfully Completed The Oral Interview.

Commissioner Gonzalez made a verbal Motion To Extend A Conditional Offer Of Employment To Candidate Jonathan Hernandez conditioned upon his successful completion of the Medical and Psychological Examinations as required by the Board’s Rules and Regulations. Commissioner Phillips verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Nay
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion As Passed and that the Board hereby extends to Candidate Jonathan Hernandez a Conditional Offer of Employment Conditioned upon the successful completion of the Medical and Psychological Examinations as required by the Board’s current Rules and Regulations.

(G) Police – Authorize Medical Testing For Entry Level Candidate(s).

Commissioner Gonzalez made a verbal Motion To Authorize the Police Department to schedule the required Medical and Psychological Testing for Candidate Jonathan Hernandez. Commissioner Phillips verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared that this Motion has passed and that the Police Department shall schedule the required Medical and Psychological Testing for Candidate Jonathan Hernandez.

(H) Police – Discuss and Approve Expenditure for E-Billboard for Hiring Process.

The Police Chief then discussed the possibility of adding E-Billboard advertising for potential Police Officer Candidates at a cost of approximately \$1,800 per E-Billboard. Commissioner Phillips then presented a short summary of his prior actions to determine the Board's Annual Budget and the potential issues with the same. Commissioner Phillips then offered to meet with the City's Finance Director to obtain further information as to available funds to obtain such E-Billboard services. Commissioner Phillips made a verbal Motion To Postpone further discussion of this topic until the Board's next Board Meeting. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion As Passed and that Commissioner Phillips shall meet with the City's Finance Director to obtain more information and then report on the same to the Board at the Board's next meeting.

OTHER BUSINESS: NONE.

ADJOURNMENT:

Commissioner Phillips made a verbal Motion To Adjourn. Commissioner Hunter verbally seconded this Motion. A voice vote was held and Chair Hunter declared the Motion as Passed and the Meeting as adjourned. The Meeting adjourned at about 7:32 P.M.

Respectfully Submitted,

Michael J. Phillips

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

APPROVED by Vote of the Board of Fire and Police Commissioners on January 19, 2023.