

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON MARCH 16, 2021 IN THE CITY COUNCIL CHAMBERS
OF THE BELVIDERE CITY HALL**

CALL TO ORDER: Chair Hunter called this Regular Quarterly Meeting of the Board of Fire and Police Commissioners to Order at 6:02 PM.

ROLL CALL: All Commissioners were personally and physically present in the meeting room. No Commissioner attended by electronic or remote methods. The Police Chief Woody, Deputy Police Chief Wallace and Deputy Police Chief Gardner also attended as did Fire Chief Al Hyser and a Fire Lieutenant. No members of the general public was present.

PUBLIC COMMENT: There was no Public Comment presented to be discussed at this Special Meeting.

READING OF THE MINUTES: Because of the long Agenda for this Meeting, Chair Hunter stated that the Board's consideration of the proposed Minutes of prior Board Meetings would be deferred until the Board's next Meeting.

COMMUNICATIONS:

A. *Bills Payable.*

An Invoice for \$ 2,550.00 dated December 8, 2020 from C.O.P.S. And F.I.R.E. Personnel Services, Inc. for Administering Psychological Examination for Police Promotional Candidates. Commissioner Phillips made a verbal Motion To Pay this Invoice As Presented. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and the Invoice was approved for payment.

An Invoice for \$ 9,100.00 dated March 1, 2021 from the C.O.P.S. And F.I.R.E. Personnel Services, Inc. for Administering a Law Enforcement Promotional Assessment Center and a second Assessment Center for the Board. Commissioner Phillips made a verbal Motion To Pay this Invoice As Presented. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and the Invoice was approved for payment.

An Invoice for \$ 85.00 dated March 4, 2021 from Physicians Immediate Care for Administering Lumbar X-Rays for Police Candidate Sunsette Winsler on behalf of the Board. Commissioner Phillips made a verbal Motion To Pay this Invoice As Presented. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and the Invoice was approved for payment.

An Invoice # 39329 for \$ 40.00 dated February 28, 2021 from Performance Evaluation, Inc. for Administering PEP Tests to Fire Candidates Troy Vanderbrook and Zachary Bullard on behalf of the Board. Commissioner Phillips made a verbal Motion To Pay this Invoice As Presented. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and the Invoice was approved for payment.

B. Police Chief's Report. Police Chief Shane Woody made a short verbal report as follows:

- (1) On March 12, 2021 Police Officer Kasperovich completed his Probationary Period with the Belvidere Police Department and on March 22, 2021 will appear before the City Council to receive his permanent badge and badge number; and
- (2) Police Officer Anthony Jones is currently in Step V of the Department's Field Training Officer Program and is progressing well; and
- (3) Police Officer Jonathan Lerch is currently in the Step III of the FTO Program and is working with FTO Officer Reese; and
- (4) Five Lateral Applications have been completed and a proposed Lateral Hiring List should be ready soon for the Board's consideration and approval.

C. Fire Chief Report. Fire Chief Al Hyser presented the following verbal report:

- (1) Firefighter Bobby Gunsteen is doing quite well and is being well-received by the other Firefighters on his assigned shift; and
- (2) In May of 2021, three active Firefighters will retire: Captain Zumbragel, and Firefighters Oates and Rotolo so the Department will need to hire three new Firefighters to replace the retirees as well as promoting one current Fire Lieutenant to the rank of Fire Captain (and then promote one current Firefighter to the rank of Fire Lieutenant to replace the Fire Lieutenant who is promoted to the rank of Fire Captain).

UNFINISHED BUSINESS: NONE.

NEW BUSINESS:

At the request of the Police Chief, Commissioner Phillips made a verbal Motion To Amend the Agenda for this Meeting to Move Item (R) immediately after Item (F) on this Agenda. Commissioner Gonzalez verbally seconded this Motion. A voice vote ensued and Chair Hunter declared the Motion as passed and Item (R) shall be considered immediately after Item (F) of this Agenda.

(A) *Police – Review Psychological and Medical Results For Entry Level Police Candidate Sunsette Winsler.*

The Board then reviewed the written report of the Psychological and Medical Examination Reports administered to Police Candidate Sunsette Winsler. After some discussion, Commissioner Phillips made a verbal Motion To Find that Police Candidate Sunsette Winsler had successfully completed the required Psychological and Medical Examinations conditioned upon the Board's receipt of written proof that Candidate Winsler had successfully completed the required Tuberculosis Test. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and Police Candidate Sunsette Winsler has successfully completed the required Psychological and Medical Examinations as required by the current Rules and Regulations of the Board.

(B) *Police – Request Appointment of Candidate Sunsette Winsler, if applicable.*

The Board then conducted the in-person interview of Police Candidate Sunsette Winsler. Commissioner Phillips made a verbal Motion To Appoint Sunsette Winsler as a Probationary Police Officer for the City of Belvidere contingent upon presentation of written proof that that she has successfully completed the required Tuberculosis Test. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and Police Candidate Sunsette Winsler is hereby appointed as a Probationary Police Officer for the City of Belvidere contingent upon her first presenting written proof that she has successfully completed the required Tuberculosis Test.

(C) Police – Review Scores For Police Promotional Candidates.

The Board then reviewed the Initial Promotional Eligibility Register for the rank of Police Sergeant as presented by the Police Department.

(D) Police – Request Certification of the Initial Promotional Candidate List.

Commissioner Phillips made a verbal Motion To Certify the Initial Promotional Eligibility Register as Presented. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that the Board hereby approved the Initial Promotional Eligibility Register as Presented.

(E) Police – Review Scores For Police Entry Level Candidates.

The Board then reviewed the Initial Entry Level Eligibility Register for the rank of Police Officer as presented by the Police Department.

(F) Police – Request Certification of the Initial Police Entry Level Candidate List.

Commissioner Phillips made a verbal Motion To Certify the Initial Police Entry Level Eligibility Register as Presented. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that the Board hereby approved the Initial Police Entry Level Eligibility Register as Presented.

(R) Executive Session to consider the appointment, employment, compensation, discipline, performance or dismissal of a specific employee pursuant to Section 2(c)(1) of the Illinois Open Meetings Act.

Commissioner Phillips made a verbal Motion To Go Into Executive Session To Consider Personnel Matters as Authorized By Section 2(c)(1) of the Illinois Open Meetings Act. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that the Board hereby entered into Executive Session at 6:38 P.M.

The Board resumed Open/Public Session at 7:05 P.M. After the end of the Executive Session.

(G) Fire – Review background check and polygraph tests results for Candidate #1, Chris Witcik; Take action on Candidate #1.

The Board then reviewed the written reports of the Background Check and Polygraph Examination administered to Fire Candidate Chris Witcik, ranked #1 on the Final Eligibility Register. Commissioner Phillips made a verbal Motion To Find that Candidate Witcik had successfully completed both the Background Check and the Polygraph Examinations as required by the Board's current Rules and Regulations. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that Fire Candidate Witcik has successfully passed the required Background Check and Polygraph Examinations

(H) Fire - Acknowledge that the name of Candidate Jeremy Thomas, Ranked #2 on the Final Eligibility Register, be removed from the Final Eligibility Register at his request.

Fire Chief Hyser stated that Candidate Jeremy Thomas contacted him verbally and requested that his name be removed from the Final Eligibility Register. Commissioner Phillips made a verbal Motion To Remove The Name of Jeremy Thomas from the Final Eligibility Register conditioned upon the Fire Chief receiving a written request from Jeremy Thomas for said removal or in the alternative sending Mr. Thomas a written email confirming his request to so remove his name from said Register. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that the Board hereby removed the name of Jeremy Thomas from the Final Eligibility Register conditioned upon written documentation of Mr. Thomas' request for said removal.

(I) Fire – Review Background Check results for Candidate Mark Johnson, Ranked #3 on the Final Eligibility Register; Take Action on Candidate #3.

The Board next considered the Background Check Results for Fire Candidate Mark Johnson, who is ranked as #3 on the Firefighter Final Eligibility Register. Commissioner Phillips made a verbal Motion To Find That Fire Candidate Mark Johnson did NOT Successfully Complete the Background Check step of the Board's Hiring Process and that Mr. Johnson's name be removed from the Final Eligibility Register for the position of Firefighter. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that the Board hereby removes the name of Candidate Mark Johnson from the Final Eligibility Register for the position of Firefighter.

(J) Fire – Review Background Check results for Candidate Kassidy Mack, Ranked #4 on the Final Eligibility Register; Take Action on Candidate #4.

The Board next considered the Background Check Results for Fire Candidate Kassidy Mack, who is ranked as #4 on the Firefighter Final Eligibility Register. Commissioner Phillips made a verbal Motion To Find That Fire Candidate Kassidy Mack has Successfully Completed the Background Check step of the Board's Hiring Process and that Ms. Mack be asked to submit to the Board's required Polygraph Examination. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that the Board hereby finds that Kassidy Mack has successfully completed the Background Check step and is hereby requested to submit to the required Polygraph Examination.

(K) Fire – Utilize the “Rule of Five” state statute (65 ILCS 5/10-2.1-6.3) and pass on Candidate #4.

The Fire Chief requested the Board utilize the statutory “Rule of Five” and “pass on” Fire Candidate Kassidy Mack who is ranked #4 on the current Firefighter Final Eligibility Register. The Board stated that the Rule of Five only applies at the time the Board is making an appointment to the position of Firefighter and Kassidy Mack has not completed all of the required examinations for the hiring process so there is not need at this time to invoke the “Rule of Five”. The Board took no action on this Agenda Item (K).

(L) Fire – Acknowledge That Bobby Gunsteen, who is Ranked #5 on the Firefighter Final Eligibility Register, has already been hired as a Firefighter by the Belvidere Fire Department.

The Fire Chief reminded the Board that as noted in the Fire Chief's Report presented at tonight's Meeting, the #5 ranked Candidate has already been hired by the Fire Department. Commissioner Phillips made a verbal Motion To Remove the name of Bobby Gunsteen from the Firefighter Final Eligibility Register for reason that Mr. Gunsteen has already been hired by the Belvidere Fire Department. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that the Board hereby removes the name of Bobby Gunsteen from the Firefighter Final Eligibility Register.

(M) Fire – Review the Background Check Report and the Polygraph Examination Report of Firefighter Candidate Troy Vanderbroek, who is Ranked #6 on the Firefighter Final Eligibility Register; If favorable then conduct an in-person Oral Interview of Candidate Vanderbroek

The Board then reviewed the Background Check Report and the Polygraph Examination Report of Firefighter Candidate Troy Vanderbroek, who is ranked #6 on the Firefighter Final Eligibility Register. Commissioner Phillips made a verbal Motion To Find That Firefighter Candidate Troy Vanderbroek has Successfully Completed the Background Check and the Polygraph Examination steps of the Board's Hiring Process and that Mr. Vanderbroek be asked to submit to the Board's required In-Person Interview by the Board. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and that the Board hereby finds that Troy Vanderbroek has successfully completed the Background Check and the Polygraph Examination steps and is hereby requested to submit to the required In-Person Interview by the Board.

(N) Fire – Oral In-Person Interview of Firefighter Candidate Troy Vanderbroek; If Favorable, Offer of Employment Conditioned Upon Successful Completion of the Required Medical and Psychological Examinations.

The Board then conducted an In-Person Oral Interview of Firefighter Candidate Troy Vanderbroek. Upon the completion of this Interview, the Board then discussed the performance of the said Candidate during said Interview. Commissioner Phillips made a verbal Motion To Extend An Offer Of Employment as a Probationary Firefighter for the City of Belvidere conditioned upon Mr. Vanderbroek's successful completion of the required Medical and Psychological Examinations. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez Aye
Commissioner Phillips Aye
Commissioner Hunter Aye

Chair Hunter declared the Motion had passed and that the Board hereby finds that Troy Vanderbroek has successfully completed the required In-Person Interview by the Board step and is hereby requested to submit to the required Medical and Psychological Examinations.

(O) Fire - Utilize the "Rule of Five" state statute (65 ILCS 5/10-2.1-6.3) and pass on Firefighter Candidate Ranked #7 on the Firefighter Final Eligibility Register.

For the same reasons as stated under Agenda Item (K), the Board took no action on this Agenda Item (O).

(P) Fire – Review the Background Check Report and the Polygraph Examination Report of Firefighter Candidate Zachary Bullard, who is Ranked #7 on the Firefighter Final Eligibility Register; If favorable then conduct an in-person Oral Interview of Candidate Bullard

The Board then reviewed the Background Check Report and the Polygraph Examination Report of Firefighter Candidate Zachary Bullard, who is ranked #7 on the Firefighter Final Eligibility Register. Commissioner Phillips made a verbal Motion To Find That Firefighter Candidate Zachary Bullard has Successfully Completed the Background Check and the Polygraph Examination steps of the Board's Hiring Process and that Mr. Bullard be asked to submit to the Board's required In-Person Interview by the Board. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez Aye
Commissioner Phillips Aye
Commissioner Hunter Aye

Chair Hunter declared the Motion had passed and that the Board hereby finds that Zachary Bullard has successfully completed the Background Check and the Polygraph Examination steps and is hereby requested to submit to the required In-Person Interview by the Board.

(Q) Fire – Oral In-Person Interview of Firefighter Candidate Zachary Bulwark; If Favorable, Offer of Employment Conditioned Upon Successful Completion of the Required Medical and Psychological Examinations.

The Board then conducted an In-Person Oral Interview of Firefighter Candidate Zachary Bullard. Upon the completion of this Interview, the Board then discussed the performance of the said Candidate during said Interview. Commissioner Phillips made a verbal Motion To Extend An Offer Of Employment as a Probationary Firefighter for the City of Belvidere conditioned upon Mr. Bullard's successful completion of the required Medical and Psychological Examinations. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez Aye
Commissioner Phillips Aye
Commissioner Hunter Aye

Chair Hunter declared the Motion had passed and that the Board hereby finds that Zachary Bullard has successfully completed the required In-Person Interview by the Board step and is hereby requested to submit to the required Medical and Psychological Examinations.

OTHER BUSINESS: Commissioner Phillips made a verbal Motion To Schedule a Special Board Meeting to be held starting at 6:00 o'clock P.M. On Thursday, April 1, 2021 in the Belvidere City Hall Building to receive further information on the performance of a Police Department employee as discussed in Executive Session tonight. Commissioner Hunter verbally seconded this Motion. A voice vote was held on this Motion and Chair Hunter declared the Motion as Passed and the Board will schedule a Special Meeting for 6:00 o'clock P.M. On Thursday, April 1, 2021.

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 9:40 P.M.

Respectfully Submitted,

Michael J. Phillips

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