

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON MAY 13, 2021 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 6:13 P.M.

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. The Fire Chief was not present as he was on a family Vacation. Fire Captain Schaefer appeared on behalf of the Fire Department. . No members of the general public were present.

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

READING OF THE MINUTES: There were no Minutes distributed for the Board's consideration and approval. By consensus, consideration of any Minutes was deferred to the next Board Meeting.

COMMUNICATIONS:

A. *Bills Payable.*

An Invoice #39668 for \$ 100.00 dated March 31, 2021 from Personnel Evaluation, Inc. for Administering a Pre-Employment Psychological Tests ("PEP Tests) was presented for the Board's consideration. 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.

A second Invoice #39990 for \$ 80.00 dated April 30, 2021 from Personnel Evaluation, Inc. was presented for the Board's consideration. 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 #21018 for \$9,051.92 dated April 7, 2021 from Resource Management Associates for Administering the Fire Captain and Fire Lieutenant Examinations was presented for the Board's consideration. 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 #42272 for \$ 31.00 dated April 5, 2021 from Physicians' Immediate Care for services rendered was presented for the Board's consideration. 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 #299007 for \$ 855.00 dated April 8, 2021 from Holmstrom & Kennedy for legal services rendered at the Board's request was presented for the Board's consideration. 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 #40000333 for \$ 1,727.60 dated May 23, 2021 from Swedish-American Hospital for the medical examinations of Firefighter Candidates Troy Vanderbroek and Zachary Bullard was presented for the Board's consideration. 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) Probationary Police Officer Anthony Jones is currently in Step V of the Department's Field Training Officer Program and is doing well; and

(2) On May 23, 2021 the City of Belvidere Police Pension Board granted a Line-of-Duty Pension to Police Officer Brandon Parker resulting in a total of four vacancies in the ranks of Police Officers for the City of Belvidere; and

(3) Newly-Hired Probationary Police Officer Sunsette Winsler is "in queue" to attend the Police Academy for her initial police training; and

(4) The Belvidere City Council recently approved the Police Department applying for a Grant to hire one Police Officer to work on Opioid issues (this information is merely for the Board's information as no action is needed by the Board at this time).

C. *Fire Chief Report.* Fire Chief Al Hyser was not present because he was on a family vacation. Captain Schaefer was present for the Fire Chief and verbally discussed:

(1) the recent retirements in the Fire Department (Fire Captain Zumbragel and Firefighters Josh Oates and Chuck Rotolo); and

(2) the two new Firefighters (Vanderbroek and Bullard) "hit the ground running" and are doing well; and

(3) there currently is one vacancy in the authorized ranks of Firefighter..

UNFINISHED BUSINESS: NONE.

NEW BUSINESS:

(A) *Police – Review and Act on Lateral and Entry Level Background Investigations.*

Police Chief Woody then directed Police Sergeant Smaha to report to the Board on his Preliminary Background Investigation prior to any Structured Interviews of the Lateral Candidates for employment as Police Officers as required by Section 3.18(b)(iii)(aa) of the Board's current Rules and Regulations as follows:

(1) Donald E. Stephens III - After hearing the Police Sgt. Smaha's report, Commissioner Phillips made a verbal Motion To Remove the name of Lateral Candidate Donald E. Stephens III from further consideration for appointment as a Police Officer. 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 Lateral Candidate Donald E. Stephens III is hereby removed from consideration to be appointed as a Police Officer.

(2) Jose D. Torres, Jr. - After hearing the Police Sgt. Smaha's report, Commissioner Phillips made a verbal Motion To Remove the name of Lateral Candidate Jose D. Torres, Jr. from further consideration for appointment as a Police Officer. 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 Lateral Candidate Jose D. Torres, Jr. is hereby removed from consideration to be appointed as a Police Officer.

(3) Wyatt J. Rooney - After hearing the Police Sgt. Smaha's report, Commissioner Phillips made a verbal Motion To Find that Lateral Candidate Wyatt J. Rooney had successfully completed the Preliminary background Investigation and Request that he submit to a Structured Interview for possible appointment as a Police Officer. 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 Lateral Candidate Wyatt J. Rooney is hereby requested to submit to a Structured Interview for possible consideration to be appointed as a Police Officer.

(4) Hayden A. LaPointe - After hearing the Police Sgt. Smaha's report, Commissioner Phillips made a verbal Motion To Remove the name of Lateral Candidate Hayden A. LaPointe from further consideration for appointment as a Police Officer. 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 Lateral Candidate Hayden A. LaPointe is hereby removed from consideration to be appointed as a Police Officer.

(5) James B. Moore - After hearing the Police Sgt. Smaha's report, Commissioner Phillips made a verbal Motion To Remove the name of Lateral Candidate James B. Moore from further consideration for appointment as a Police Officer. 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 Lateral Candidate James B. Moore is hereby removed from consideration to be appointed as a Police Officer.

(6) Robert Ford – Police Sgt. Smaha reported that he had received a communication from Lateral Candidate Robert Ford asking that at this time that he be “passed over,” but that his name still remain on the Lateral Candidate Eligibility List - Commissioner Phillips made a verbal Motion To “Pas Over” Lateral Candidate Robert Ford at this time and that his name remain on the Lateral Candidate Eligibility Register for consideration for appointment as a Police Officer. 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 Lateral Candidate Robert Ford is hereby “passed over” at this time but that his name shall remain on the Lateral Candidate Eligibility Register for possible appointment as a Police Officer for the City of Belvidere. James B. Moore is hereby removed from consideration to be appointed as a Police Officer.

Chair Hunter asked Secretary Phillips to notify by certified mail the Candidates who were removed from further consideration for appointment as Police Officers of such removal. Chair Hunter also asked Secretary Phillips to check with Board Counsel Roberta Holzwarth as to the Board’s legal authority to grant Lateral Candidate Robert Ford’s request to be “passed over” and to report such Ms. Holzwarth’s opinion(s) on same to the Board.

(B) Police – Request To Solicit Lateral Candidates Applications.

Police Chief Woody then verbally requested that the Board allow the Police Department to solicit on an on-going basis applications for employment as a Police Officer from Lateral Candidates as opposed to establishing a filing deadline after which Lateral Candidate applications would no longer be accepted. The Police Chief also requested that the Board waive the payment of the \$25.00 Application Fee from said Lateral Candidates. Commissioner Phillips made a verbal Motion To Approve The On-Going Acceptance of Applications for Appointment As Police Officers from Lateral Candidates and to waive the payment of the \$25.00 Application Fees by said Lateral Candidates. 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 hereafter applications for appointment as Police Officers from Lateral Candidates shall be accepted on an on-going basis and said Lateral Candidates shall not be required to pay the \$25.00 application fee when they apply to the City of Belvidere.

(C) Police – Request To Conduct The Next 14 Entry Level Backgrounds.

Police Chief Woody then verbally requested that the Board authorize the Police Department to conduct as required by the Board’s Rules and Regulations the Background Investigations for the next 14 highest-rated, as-yet-unhired Entry Level Candidates for the Office of Police Officer. Commissioner Phillips made a verbal Motion To Authorize the Police Department to conduct the required Background Investigations on the next 14 Entry Level Candidates. 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 Police Department is hereby authorized to conduct the required Background Investigations on the next 14 Entry Level Candidates for the Office of Police Officer.

OTHER BUSINESS:

The issues of the Board’s Annual Officer Elections and the approval of the Board’s CY 2020 Annual Report shall be on the Agenda for the next Board Meeting. Secretary Phillips reported that he had requested City Clerk Turnipseed to delay the inclusion of these Items until the next Board Meeting in order to avoid the additional work by the Clerk’s Office to re-notify the public and the news media of changes in tonight’s Agenda.

ADJOURNMENT:

Commissioner Gonzalez 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 7:11 P.M.

Respectfully Submitted,

Michael J. Phillips

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