

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON May 4, 2023 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 6:05 PM.

ROLL CALL: Commissioners Hunter, Villareal and Phillips were personally and physically present in the meeting room. No Commissioner attended by electronic or remote methods. Police Chief Shane Woody was not personally present as there were no Police Department Action Items on tonight's Agenda. Fire Chief Shawn Schadle was present in person.

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: Previously, Secretary Phillips distributed the proposed Minutes of the Board's Special Meeting as held on April 13, 2023. Commissioner Hunter made a verbal Motion To Approve As Presented the proposed Minutes of the Board's April 13, 2023 Special Meeting. Commissioner Phillips verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and the proposed Minutes of the Board's Special Meeting as held on April 13, 2023 were approved as presented.

COMMUNICATIONS:

A. *Bills Payable.*

(1) COPS & FIRE Personnel Services, Inc. Invoice #108018 dated April 21, 2023 in the amount of \$625.00. Commissioner Phillips made a verbal Motion To Approve As Presented the proposed Invoice. Commissioner Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and the proposed Invoice was approved as presented for payment by the City.

(2) COPS & FIRE Personnel Services, Inc. Invoice #108019 dated April 21, 2023 in the amount of \$ 1,700.00 for the administration of a Psychology Test to applicants for Promotion to the rank of Fire Lieutenant. Commissioner Phillips made a verbal Motion To Approve As Presented the proposed Invoice. Commissioner Villareal verbally seconded this Motion. A Roll

Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and the proposed Invoice was approved as presented for payment by the City.

(3) COPS & FIRE Personnel Services, Inc. Invoice #108020 dated April 21, 2023 in the amount of \$ 800.00 for the administration of Law Enforcement Polygraph Examinations to Police Officer Candidates Venegas and Bendel and a Psychology Examination. Commissioner Phillips made a verbal Motion To Approve As Presented the proposed Invoice. Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and the proposed Invoice was approved as presented for payment by the City.

(4) Holmstrom & Kennedy Invoice #305043 dated April 11, 2023 in the amount of \$877.50 for the provision of legal services to the Board. Commissioner Phillips made a verbal Motion To Approve As Presented the proposed Invoice. Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and the proposed Invoice was approved as presented for payment by the City.

(5) Personnel Evaluation, Inc. Invoice #47145 dated March 31, 2023 in the amount of \$175.00. Commissioner Phillips made a verbal Motion To Approve As Presented the proposed Invoice. Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and the proposed Invoice was approved as presented for payment by the City.

(6) PEC Invoice #42272 dated March 31, 2023 in the amount of \$ 554.00 for the administration of Medical Examination of Police Candidate Ochoa. Commissioner Phillips made a verbal Motion To Approve As Presented the proposed Invoice. Commissioner Villareal

verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and the proposed Invoice was approved as presented for payment by the City.

(7) PEC Invoice #57952 dated April 4, 2023 in the amount of \$ 101.00 for the administration of Drug Screenings to Police Candidates Ochoa and Venegas. Commissioner Phillips made a verbal Motion To Approve As Presented the proposed Invoice. Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and the proposed Invoice was approved as presented for payment by the City.

B. Police Chief's Report. No written or verbal Police Chief's Report was presented because no Police Department employees were present during this Meeting.

C. Fire Chief Report. Fire Chief Shawn Schadle stated that his entire Report was included on the Agenda Items for tonight's Special Meeting.

UNFINISHED BUSINESS: NONE.

NEW BUSINESS:

(A) *Fire – Update Rules and Regulations.*

The Board did receive the written legal opinion from Board Counsel Roberta Holzwarth on the text amendment to the Board's current Rules and Regulations. Commissioner Phillips made a verbal Motion To Approve As Presented the proposed Amendments to the Board's Current Rules and Regulations. Invoice. Commissioner Hunter verbally seconded this Motion. Commissioner Phillips then made a verbal Motion To Postpone this matter until the Board's next Board Meeting. Commissioner Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and this Agenda Item is hereby postponed until the Board's next Special Meeting.

(B) *Fire – Review Promotional Page 11 of 15 Elgerton and Swanson Psychological*

Examinations for Promotion.

The Board then reviewed the written report of the Psychological Examinations as administered to Fire Officer Promotional Candidates Nic Thornton and Jason Swanson. Commissioner Hunter made a verbal Motion To Find that Fire Officer Promotional Candidates Nic Thornton and Jason Swanson had each successfully passed the required Psychological Examination. Commissioner Villareal verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and that Promotional Candidates Nic Thornton and Jason Swanson had each successfully passed the required Psychological Examination.

(C) Fire – Authorize Promotions.

Commissioner Phillips made a verbal Motion To Promote Firefighter Nic Thornton to the Rank of Fire Lieutenant and to Promote Fire Lieutenant Jason Swanson to the Rank of Fire Captain. Commissioner Villareal verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and that Firefighter Nic Thornton is hereby promoted to the Rank of Fire Lieutenant and that Fire Lieutenant Jason Swanson is hereby promoted to the Rank of Fire Captain.

(D) Fire – Review Jankowski Medical Examination.

The Board then reviewed the written report of the Medical Examination as administered to Entry-Level Firefighter Candidate Jason Jankowski. Commissioner Hunter made a verbal Motion To Find that Entry-Level Firefighter Candidate Jason Jankowski had successfully passed the required Medical Examination. Commissioner Villareal verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and that Entry-Level Firefighter Candidate Jason Jankowski had successfully passed the required Medical Examination.

(E) Fire – Authorize Hiring.

The Board next discussed Entry-Level Firefighter Candidate Jason Jankowski and found that he had successfully completed all of the pre-employment testing as is required by the Board's current Rules and Regulations. Commissioner Phillips then made a verbal Motion To Appoint Candidate Jason Jankowski as a Probationary Firefighter for the City of Belvidere. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and that Entry-Level Firefighter Candidate Jason Jankowski is hereby appointed as a Probationary Firefighter for the City of Belvidere.

(F) Fire – Authorize selection off Promotional Testing Agency for Next Promotional Exam.

The Board then discussed the possible selection of a testing company to administer the promotional testing examinations as required by the Board's current Rules and Regulations. The Fire Chief reminded the Board that the Fire Captain and Fire Lieutenant Promotional Eligibility Registers both expire in less than one year, on April 1, 2024. Commissioner Phillips then made a verbal Motion To Postpone this matter until the Board's next Board Meeting. Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Commissioner Villareal	Aye

Chair Hunter declared the Motion as Passed and this Agenda Item is hereby postponed until the Board's next Special Meeting.

OTHER BUSINESS: NONE.

ADJOURNMENT: Commissioner Phillips made a verbal Motion To Adjourn. Commissioner Villareal 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 7:30 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 June 29, 2023.