

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF FIRE & POLICE COMMISSIONERS
AS HELD ON JUNE 29, 2023 AT 6:00 P.M.
IN THE BELVIDERE CITY HALL**

CALL TO ORDER: 6:00 PM.

ROLL CALL: Commissioners John Hunter, Michael Phillips & Carlos Villareal appeared in person in the Meeting room. No Commissioner appeared through electronic means. Also present was the Police Chief, Deputy Police Chiefs Wallace and Smaha, and Police Detective Sergeant Michael Ball. The Fire Chief and Board Attorney Roberta Holzwarth were also present. There were no members of the public present.

PUBLIC COMMENT: None

APPROVING OF THE MINUTES: The Secretary had previously mailed copies of the proposed Minutes of the Board's May 4, 2023 Special Meeting. Commission Hunter made a verbal Motion To Approve As Presented the minutes of the May 4, 2023 Special Meeting. Commissioner Villareal verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3-0 Roll Call Vote and the Minutes of the May 4, 2023 Special Meeting are hereby approved.

COMMUNICATIONS:

A. Bills Payable.

(1) The Board reviewed an Invoice from Physicians' Immediate Care in the amount of \$ 758.00 for the administration of tests to Candidates Ochoa and Jankowski. Commissioner Phillips made a Motion To Pay The Invoice As Presented. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that said Invoice was hereby approved for payment.

(2) The Board reviewed an Invoice from Holstrom & Kennedy in the amount of \$ 1766.25 for legal services provided to the Board. As the Board had already approved part payment on this account, Commissioner Phillips made a Motion To Pay The Invoice in the amount of \$888.75. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that said Invoice was hereby approved for payment.

(3) The Board reviewed an Invoice #108173 from COPS & FIRE Personnel Services, Inc. in the amount of \$1,033.00 for the processing of online applications and for advertising in *The Blue Line*. Commissioner Phillips made a Motion To Pay The Invoice As Presented. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that said Invoice was hereby approved for payment.

B. Police Chief's Report. The Police Chief presented the following short verbal Police Chief's Report to the Board:

(1) Probationary Police Officers Ochoa and Venegas are both currently in Week 9 at the Suburban Law Enforcement Police Academy (SLEA);

(2) Probationary Police Officer Bendel is in Week 8 at the Police Training Institute ("PTI") in Champaign; and

(3) Probationary Police Officer Hernandez is currently in Step II of the Field Training Officer ("FTO") Program.

C. Fire Chief's Report. The Fire Chief verbally presented the following Fire Chief Report to the Board:

(1) Probationary Firefighter Jankowski is in Week 3 of his training and is "doing a great job"; and

(2) Probationary Firefighters Swanson and Thornton "are doing well" and are assigned to B Shift.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Police – Approve New Entry Level Testing Process.

The Police Chief and Attorney Holzwarth then discussed with the Board a possible new Entry Level Testing Process. The Police Chief that applications are done by 90% over the last 10 years. Only three Police Officer Entry Level Candidates appeared for the Board’s testing last Saturday. Consideration of changes include (A) use a digital test instead of a written test, (B) begin the process at least three months before testing begins, (C) use an Open Enrollment system in which a Candidate can apply online and complete the written test online, (D) the testing process would remain open and competitive, (E) the scores would merge with time as more Candidates complete the digital written test, (F) there would be a maximum time on this Open List of two years and after which the Candidate would have to re-test to remain on the Open Enrollment List, and (G) there would be a two-year prohibition of re-testing if the Candidate was disqualified for failing the Board’s Psychological Examination. The Board took no action on this topic. Commissioner Phillips made a Motion To Postpone Consideration of this Agenda Item A until the Board’s next Meeting on July 19, 2023. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that said Agenda Item would be considered during the Board’s next Meeting on July 19, 2023.

(B) Police – Approve MPulse Assessment.

The Police Chief and Attorney Holzwarth then discussed with the Board the adoption of the “MPulse Assessment system” for Police Officer Candidates. The Police Chief repeated his prior comments as to doubting the value of the Personnel Evaluation Profile (PEP) Test for Law Enforcement Hiring, believing that the Minnesota Multiphasic Personality Inventory (MMPI) Test is a much better predictive Assessment tool. The Police Chief wants to discontinue use of the PEP Test and continue to use the required Psychological Assessment (which includes administration of the MMPI Test). The Police Chief stated that the Rockford Police Department utilizes the MPulse as a Background Screening Device and as a Disqualifying Test. Detective Sergeant Michael Ball is qualified to administer the MPulse. Commissioner Phillips made a verbal Motion To Authorize the Police Department to utilize the MPulse Assessment System as discussed tonight. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that the Police Department is hereby authorized to utilize the MPulse Assessment System for the purposes as was discussed during tonight’s Board Meeting.

(C) Police – Approve Entry Level Background.

The Police Chief requested that the Board authorize the Police Department to conduct the required Background Investigations on Entry Level Police Officer Candidates. Commissioner Phillips made a Motion To Authorize the Police Department to Conduct the Required Background Investigations on Entry Level Police Officer Candidates. Commissioner Villareal verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that the Police Department is hereby authorized to begin preparing the Background Investigations on Entry Level Police Officer Candidates.

At this point, the Police Chief and the Police Department Personnel present left the Meeting Room because there were no more Police Department Agenda Items remaining.

(D) Fire – Update Rules and Regulations.

The Fire Chief and Attorney Holzwarth then summarized the proposed changes to the Fire Department portion of the Board’s current Rules and Regulations. Commissioner Phillips made a Motion To Postpone further Consideration of this Agenda Item D until the Board’s next Meeting on July 19, 2023. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that Agenda Item D is hereby continued until the Board’s Next Meeting on July 19, 2023.

(E) Fire – Choose Promotional Testing Service.

The Fire Chief reminded the Board that the Fire Department Promotional Lists will expire in April of 2024 and suggested that the Board begin preparing for said Promotional Tests. Commissioner Phillips made a Motion To Authorize the Fire Chief to seek Request For Proposals (“RFPs”) or Quotes from at least three different Fire Department Promotional Testing Entities. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that the Fire Chief is hereby authorized to solicit such RFPs and/or Quotes.

(F) Fire – Review / Approval Fire Candidate Completed Background Investigations.

The Board then reviewed the written reports of the background Investigations of Firefighter Candidates on the current Firefighter Final Eligibility Register: Sean Rushing (Firefighter Candidate #8), Sean Toohey (Firefighter Candidate #9), Joseph Reece (Firefighter Candidate #10) and Tyler Schlaf (Firefighter Candidate #12), as well as hearing verbally from Police Detective Sergeant Michael Ball who conducted said Background Investigations.

Commissioner Phillips made a Motion To Find That Firefighter Candidate Sean Rushing had successfully passed the Background Investigation as required by the Board’s current Rules and Regulations. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that Firefighter Sean Rushing had successfully passed the required Background Investigation as required by the Board’s current Rules and Regulations.

Commissioner Phillips made a Motion To Find That Firefighter Candidate Sean Toohey had NOT successfully passed the Background Investigation as required by the Board’s current Rules and Regulations and to remove his name from the Firefighter Final Eligibility Register. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that Firefighter Candidate Sean Toohey had NOT successfully passed the required Background Investigation as required by the Board’s current Rules and Regulations and that his name shall be removed from the Firefighter Final Eligibility Register.

Commissioner Phillips made a Motion To Find That Firefighter Candidate Joseph Reece had NOT successfully passed the Background Investigation as required by the Board’s current Rules and Regulations and to remove his name from the Firefighter Final Eligibility Register. Commissioner Villareal verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that Firefighter Candidate Joseph Reece had NOT successfully passed the required Background Investigation as required by the Board’s current Rules and Regulations and that his name shall be removed from the Firefighter Final Eligibility Register.

Commissioner Phillips made a Motion To Find That Firefighter Candidate Tyler Schlaf had successfully passed the Background Investigation as required by the Board’s current Rules and Regulations. Commissioner Villareal verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote and that Firefighter Tyler Schlaf had successfully passed the required Background Investigation as required by the Board’s current Rules and Regulations.

OTHER BUSINESS: NONE.

ADJOURNMENT: Commissioner Phillips made a verbal Motion to Adjourn the Meeting. Commissioner Villareal verbally seconded the Motion. A Voice Vote was held with Commissioner Hunter declared the Motion To Adjourn as Passed. The Meeting was adjourned at 8:41 PM.

Respectfully Submitted,

/s/ Michael J. Phillips

Michael J. Phillips, Secretary

Minutes Approved by the Board on September 26, 2023.