

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF FIRE & POLICE COMMISSIONERS
AS HELD ON JULY 19, 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 Fire Captain LeTourneau were also present. There were no members of the public present.

PUBLIC COMMENT: None

APPROVING OF THE MINUTES: None presented

COMMUNICATIONS:

A. Bills Payable.

(1) The Board reviewed an Invoice from Personnel Evaluation, Inc. in the amount of \$175.00 (includes \$75.00 for services provided to the Fire Department) for the administration of PEP Tests to four Firefighter Candidates, et al. Commissioner Phillips made a Motion To Pay The Invoice As Presented. 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 said Invoice was hereby approved for payment.

(2) The Board reviewed an Invoice from Holstrom & Kennedy in the amount of \$2,587.50 for legal services provided to the Board. Commissioner Phillips made a Motion To Pay The Invoice As Presented. 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 said Invoice was hereby approved for payment.

(3) The Board reviewed an Invoice #108001 from COPS & FIRE Personnel Services, Inc. in the amount of \$1,700.00 for the administration of the required Psychological Examinations to two candidates. Commissioner Phillips made a Motion To Pay The Invoice As Presented. 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 said Invoice was hereby approved for payment.

(4) The Board reviewed an Invoice #108173 from COPS & FIRE Personnel Services, Inc. in the amount of \$1,033.00 for the administration of the required online applications and advertising. Commissioner Phillips made a Motion To Pay The Invoice As Presented. 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 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 12 at the Suburban Law Enforcement Police Academy (SLEA);

(2) Probationary Police Officer Bendel is in Week 11 at the Police Training Institute ("PTI") in Champaign, but he was injured and the Police Chief is now awaiting a Progress Report from PTI; 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 stated that he would not make a verbal Fire Chief Report and would rely on the Fire Department's Agenda Items for tonight's Board Meeting.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Fire – Approval of Updated Board Rules and Regulations.

The Fire Chief then discussed with the Board the proposed changes to Chapter 5 of the Board’s Rules and Regulations and there are no other proposed amendments other than to Chapter 5. The Board took no action on this topic.

(B) Fire – Approval of Polygraph Review for Candidates Who Passed the Mandatory Background Investigation.

The Fire Chief stated that the Board had recently ruled that Firefighter Candidates Sean Rushing and Tyler Schlaf had passed the required Background Investigation and the Fire Chief further requested that the Board authorize each of these Firefighter Candidates to take the required Polygraph Examination. Commissioner Phillips made a Motion To Request that Firefighter Candidates Sean Rushing and Tyler Schlaf submit to the required Polygraph Examination 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 Candidates Sean Rushing and Tyler Schlaf are hereby requested to submit to the required Polygraph Examinations.

(C) Fire – Approval of Quote from Resource Management Associates to conduct Promotional Written Examination and Testing.

The Board next examined a written quote from Resource Management Associates (“RMA”) to conduct the Fire Department Promotional Testing for the Board. Commissioner Phillips made a Motion To Accept the Quote from RMA for Promotional Testing Contingent Upon the Approval of the Board’s Attorney as to the contents of the written Agreement for such services. 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 proposed Quote from RMA is hereby accepted contingent upon the approval of the Board’s Attorney of the written Agreement for such services.

At this point, the Fire Chief and Fire Captain LeTourneau left the Meeting Room because there were no more Fire Department Agenda Items remaining.

(D) Police – Approval of New Initial Eligibility Register.

The Board then reviewed the initial Eligibility Register as presented by the Police Chief. Commissioner Phillips made a Motion To Approve the Initial Eligibility Register As Presented. 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 Initial Eligibility Register is hereby approved.

(E) Police – Approval of Final Eligibility Register.

The Police Chief stated that all Preference Point applications had been reviewed and thus amendments to the initial Eligibility Register had been made. The Police Chief requested that the Board approve the Final Eligibility Register. Commissioner Phillips made a Motion To Approve the Final Eligibility Register As Presented. 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 Final Eligibility Register is hereby approved.

(F) Police – Review and Approval / Removal Background Investigations.

The Board then reviewed the written reports of the background Investigations of Police Officer Entry Level Candidates Jesus Lara-Para and Ashley Hauser as well as hearing verbally from Police Detective Sergeant Michael Ball who conducted said Background Investigations.

Commissioner Phillips made a Motion To Find That Police Entry-Level Candidate Jesus Lara-Para 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 Entry Level Police Candidate Jesus Lara-Para 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 Police Entry-Level Candidate Ashley Hauser 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 Entry Level Police Candidate Ashley Hauser had successfully passed the required Background Investigation as required by the Board’s current Rules and Regulations.

The Police Chief then requested that the Board consider Agenda Item (H) before the Board considers Agenda Item (G). Commissioner Phillips made a Motion To Amend The Agenda to Move Item (H) above Item (G). 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 Agenda for tonight’s Special Meeting was hereby amended.

(H) Police – Changes to Fire & Police Commission Rules for Entry Level Testing and Hiring.

The Police Chief then verbally summarized the proposed changes to the Police department portion of the Board’s current Rules and Regulations. [NOTE: A few days before tonight’s Special Meeting the members of the Board had received an email from the Board’s attorney which showed in red font the proposed changes now being discussed by the Police Chief]. The Police Chief requested that the Board refer these proposed rule changes to City Attorney Michael Drella for his review and comment. Commissioner Phillips verbally made a Motion To Approve In Concept the proposed changes to the Police Department’s portion of the

Board's Rules and Regulation and to refer said changes to Belvidere City Attorney Michael Drella for his review and comment. 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 Board approves the proposed rule changes in concept and hereby asks City Attorney Michael Drella to review and comment on said proposed rules changes.

(G) Police – Authorize Sending Candidates for Polygraph Examinations.

The Police Chief stated that the Board had ruled at tonight's Board meeting (See Agenda Item F) that Entry Level Police Officer Candidates Jesus Lara-Para and Ashley Hauser had passed the required Background Investigation and the Police Chief further requested that the Board authorize each of these Police Officer Entry Level Candidates to take the required Polygraph Examination. Commissioner Hunter made a Motion To Request that Police Officer Entry Level Candidates Jesus Lara-Para and Ashley Hauser submit to the required Polygraph Examination 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 Police Officer Entry Level Candidates Jesus Lara-Para and Ashley Hauser are hereby requested to submit to the required Polygraph Examinations.

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 8:24 PM.

Respectfully Submitted,
/s/ Michael J. Phillips
Michael J. Phillips, Secretary

Minutes Approved by the Board on September 26, 2023.