

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF FIRE & POLICE COMMISSIONERS
AS HELD ON AUGUST 23, 2023 AT 6:00 P.M.
IN THE BELVIDERE CITY HALL**

CALL TO ORDER: 6:00 PM

ROLL CALL: Commissioners John Hunter & Carlos Villareal appeared in person in the Meeting room. Initially, Commissioner Phillips was absent. No Commissioner appeared through electronic means (until Commissioner Phillips subsequently arrived via Telephone). Also present was the Fire Chief, the Police Chief, two Deputy Police Chiefs (Wallace and Smaha) and Police Detective Sergeant Michael Ball. There were no members of the public present.

PUBLIC COMMENT: None

APPROVING OF THE MINUTES: None presented

COMMUNICATIONS:

A. Bills Payable.

The Board first considered an Invoice from Personnel Evaluation, Inc. in the amount of \$175.00 for the administration of tests to candidates. Commissioner Hunter verbally made a Motion To Approve Said invoice As Presented. Commissioner Villareal verbally seconded that Motion. A Roll Call Vote was held with the results as follows:

Commissioner Villareal	Aye
Commissioner Hunter	Aye
Commissioner Phillips	Absent

Commissioner Hunter declared the Motion as Passed and the Invoice was approved for payment.

Commissioner Phillips arrived at 6:03 PM and participated in this Special Meeting through Remote Attendance by telephone.

B. Police Chief's Report. The Police Chief presented the following verbal report:

(1) Tomorrow Probationary Police Officer Evan Bendel will be graduating from the Police Training Institute ("PTI") on the campus of the University of Illinois in Champaign, Illinois;

(2) Two other Probationary Police Officers (Ochoa and Venegas) graduated on August 18, 2023 from the Suburban Law Enforcement Academy ("SLEA") on the campus of the College of DuPage in Glen Ellyn, Illinois;

(3) There will be an Orientation Meeting scheduled for Probationary Police Officers Ochoa and Venegas upon their return from SLEA; and

(4) Probationary Police Officer Hernandez is currently in Step II of the Police Department's Field Training Officer Program ("FTO").

C. Fire Chief's Report. The Fire Chief presented the following verbal report:

(1) Requests the removal from the Final Eligibility Register of Fire Candidate #4 Noah Carlson, #11 Alex Gravenstein, #12 Tyler Schlaf, and #15 Joseph Anupa – all at the Fire Candidates' requests for removal;

(2) Fire Candidate #5 Luis Herrera is now interested in being hired after requesting initially to be "passed over" (and the Board agreed to such) and the required written Background Investigation is now being prepared;

(3) the Board tonight will decide if Fire Candidate #8 Sean Rushing has passed the required Polygraph Examination;

(4) Fire Candidate #13 Cristian Rivera getting his CPAT (Certificate of Physical Agility Test) on September 9, 2023;

(5) Fire Candidate #14 Michael Doronzo requested initially to be "passed over" and the Board agreed to such and on August 28, 2023 the Fire Department telephoned Fire Candidate Doronzo to determine his current interest in proceeding with the required testing, but the Fire Department has not yet heard back from Fire Candidate Doronzo; and

(6) There are now ten (10) Candidates remaining on the Final Eligibility Register with Fire Candidates #5 Luis Herrera, #8 Sean Rushing, #13 Cristian Rivera and #14 Michael Doronzo going currently through the hiring process

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Police - Review Fire and Police Rules and Regulations. Police Chief summarized new changes to Board's Rules; No changes to Fire Department portion of the Rules. Motion By Commissioner Hunter, seconded by Commissioner Villareal, To Request That the Police Chief review with the Board's Attorney and make the final changes as such were discussed tonight. Commissioner Hunter declared the Motion as Passed on a 3 – 0 Roll Call Vote.

B. Fire - Approval of candidate background and move to polygraph if needed. Verbal Motion To Postpone Agenda Item to the Next Board Meeting made by Commissioner Hunter and seconded by Commissioner Villareal. Commissioner Hunter declared that this Motion had Passed on a 3-0 Roll Call Vote.

C. Fire - Approval of candidate polygraph and move to oral interview if needed. Shawn Rushing Polygraph Report was reviewed by Board and summarized by the Fire Chief – last 12 months 7 times ingested 6 or more alcohol twice drove – last 36 months 10+ drive on 5 occasions waited until I was sober enough #15 stolen money or merchandise – screws bolts and pins – Reprimands: on my phone too much when younger - #25 Convicted of Criminal Offense Court Supervision Criminal Trespass To State-Supported Land when he was younger - #27 fine > \$100 traffic ticket – one warning ticket in last five years – Gambling in last 2 years: video poker and lottery tickets \$20 max – ever worked in emergency services: yes, firefighter and EMT (Capron Fire – Boone County District #1 – also on Capron Rescue) – public employee: yes – had a FOID Card - #52 alcohol consumption not specified where he drank more than six alcoholic

drinks. Verbal Motion made by Commissioner Hunter and seconded by Commissioner Villareal That Shawn Rushing Has Successfully Committed the Polygraph Examination. Commissioner Hunter declared that this Motion had passed on a 3 to 0 Roll Call Vote.

D. Fire - Authorize promotional testing.

Fire Chief noted the current Promotional Lists are expiring soon (in April 2024). Promotional Candidates need at least three months to study materials. Fire Chief does not anticipate any vacancies in Fire Lt. or Fire Capt. Ranks before April of 2024. By March of 2024 the Department needs to have completed the new Shift Assignments. Fire Chief wants new Promotional Lists no later than February of 2024. Commissioner Hunter verbally Moves to Authorize Fire Chief to start the process of the selection of a vendor to conduct Promotional Testing. Commissioner Villareal seconds that motion. Commissioner Hunter declared that said Motion Passed on a 3-0 by Roll Call Vote.

E. Fire - Select vendor for promotional testing.

The Fire Chief stated that in June of 2023 the Board reviewed the proposals from three vendors to conduct the Promotional Testing. The Board cannot now approve a quote as the price of said Promotional Testing Services depends on the number of candidates and other variables. The Board's Attorney previously approved a written proposal from RMA as well as prior contracts with RMA. Fire Chief recommends RMA who did the last two promotional testings for the City of Belvidere. Commissioner Phillips verbally moved, and Commissioner Hunter verbally seconded, that the Board hereby requests Resource Management Associates ("RMA") send to the Board for its consideration and approval a proposed contract for Fire Department Promotional Testing Services. Commissioner Hunter declared that this Motion passed on a 3-0 Roll Call Vote.

OTHER BUSINESS: Commissioner Phillips verbally made, and Commissioner Hunter verbally seconded, a Motion for the Board to enter into Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee as permitted by Section 2(C)(1) of the Illinois Freedom of Information Act, as amended. Commissioner Hunter declared that this Motion passed on a 3-0 Roll Call Vote. At 7:02 PM the Board entered into Executive Session.

The Board returned to Open Session at 7:43 PM after the End of the Executive Session.

By Consensus, the Board agreed to a Special Meeting to be held on Wednesday, September 6, 2023 at 6:00 PM in the City Council Chambers.

ADJOURNMENT: Commissioner Phillips made a verbal Motion to Adjourn the Meeting. Commissioner Hunter verbally seconded the Motion. A Roll Call Vote was held with the following results:

Phillips Aye
Villareal Aye
Hunter Aye

Commissioner Hunter declared the Motion To Adjourn as Passed on a 3 to 0 Roll Call Vote. The Meeting was adjourned at 7:45 PM.

Respectfully Submitted,

/s/ Michael J. Phillips

Michael J. Phillips, Secretary

Minutes Approved by the Board on September 13, 2023.