

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF FIRE & POLICE COMMISSIONERS
AS HELD ON AUGUST 31, 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. Commissioner Phillips was absent but arrived later at 6:02 PM. No Commissioner appeared through electronic means. Also present was the Fire Chief, the Police Chief, 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 COPS & FIRE Personnel Services, Inc. in the amount of \$175.00 for the administration of one Psychological Examination to a Police Officer Entry Level Candidate. 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 Hunter declared the Motion as Passed and the Invoice was approved for payment.

B. Police Chief's Report. The Police Chief presented a short verbal report to the Board as to the current status of the Probationary Police Officers.

Commissioner Phillips then arrived at 6:02 P.M.

C. Fire Chief's Report. The Fire Chief made a short verbal Fire Chief Report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Fire – Review/Approve Background of Fire Candidate.

The Board then reviewed the written Background Investigation Report of Police Entry-Level Candidate Luis Herrera. Commissioner Phillips made a Motion To Find That Police Candidate Luis Herrera 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 Police Candidate has successfully passed the required Background Investigation.

B. Fire – Request Polygraph For Fire Candidate.

Commissioner Phillips then made a verbal Motion To Request That Fire Candidate Luis Herrera undertake the 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 Fire Candidate Luis Herrera is hereby requested to submit to the Polygraph Examination.

The Fire Chief requested that at the Board's next meeting that the Board combine the Review of the Written Report of Candidate Luis Herrera's Polygraph Examination with the Board's Verbal Interview of Fire Candidate Herrera because of the cost of overtime arising from the vacancies in the rank of Firefighter. By consensus, the Board agreed to the Fire Chief's request.

Since all Fire Department Agenda Items had been completed, the Fire Chief then left the Meeting.

C. Police – Approve Lateral Candidate Peer Interview

The Police Chief then summarized the results of the Peer Interview of NIU Police Officer Matt Gibson who has applied for Lateral Entry with the Belvidere Police Department. Commissioner Phillips then made a verbal Motion To Find that Lateral Candidate Matt Gibson

has successfully completed the required Peer Interview step of the Lateral Police Officer Hiring Process. 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 Lateral Candidate Matt Gibson has passed the required Peer Interview Examination.

D. Police – Authorize Lateral Candidate Background.

Commissioner Phillips then made a verbal Motion To Authorize the Police Department to prepare the required Background Investigation of Lateral Candidate Matt Gibson as is 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 the Police Department is hereby requested and authorized to conduct the required Background Investigation for Lateral Candidate Matt Gibson.

E. Police – Authorize the Police Chief to Request That the City of Belvidere Use Its Home Rule Authority for changes to the Board’s current Rules and Regulations For Entry Level Candidates.

Commissioner Phillips made a verbal Motion To Authorize the Police Chief to Request that the City of Belvidere use its Home Rule Authority for changes to the Board’s current Rules and Regulations as to entry-level police officer Candidates. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

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|------------------------|-----|
| 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 Board entered into Executive Session at 6:02 PM. The Board returned to Public Session at about 6:27 P.M. after the End of the Executive Session.

OTHER BUSINESS: The Police Chief requested that the Board sign the original Certificates of Appointment for Probationary Police Officers Hauser and Lara-Para. Each

member of the Board then proceeded to affix his inked signature to said Certificates of Appointment.

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:

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|------------------------|-----|
| Commissioner Phillips | Aye |
| Commissioner Villareal | Aye |
| Commissioner Hunter | Aye |

Commissioner Hunter declared the Motion To Adjourn as Passed on a 3 to 0 Roll Call Vote. The Meeting was adjourned at 7:40 PM.

Respectfully Submitted,

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

Minutes Approved by the Board on September 26, 2023.