

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF FIRE & POLICE COMMISSIONERS
AS HELD ON SEPTEMBER 13, 2023 AT 6:00 P.M.
IN THE BELVIDERE CITY HALL**

CALL TO ORDER: 6:00 PM

ROLL CALL: Commissioners Michael J. Phillips, John Hunter & Carlos Villareal appeared in person in the Meeting room. No Commissioner appeared through electronic means. Also present were the Fire Chief, 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: The Board considered the proposed Minutes from the Board's prior Meetings as held on March 23, 2023 and on August 23, 2023. Commissioner Hunter made a verbal Motion To Approve As Presented the proposed Minutes of March 23, 2023 and August 23, 2023. 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 and the proposed Minutes of March 23, 2023 and of August 23, 2023 were thus approved.

COMMUNICATIONS:

A. Bills Payable.

The Board first considered an Invoice #553 dated August 28, 2023 from MPulse in the amount of \$ 29.00 for the administration of screening tests to Candidates. Commissioner Phillips 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	Aye

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

B. Police Chief's Report. The Police Chief made the following written report:

- 1) Three new Police Officers are currently in the Orientation Phase of the FTO Program;

2) Probationary Police Officers Hauser and Lara-Para are in Week #4 at Police Academy.

C. Fire Chief's Report. The Fire Chief was present at this Meeting but did not present either a verbal or written report to the Board and relied on the Agenda items for his report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

A. Police – Review of Lateral Applicant Background.

The Board then considered the written Background Investigation Report of Lateral Police Officer Applicant, Matthew Gibson, currently a Northern Illinois University Police Officer. Commissioner Hunter made a verbal Motion To Find that Lateral Police Officer Applicant, Matthew Gibson, had successfully completed the required Board Interview step in the 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 Police Officer Applicant Matthew Gibson has successfully passed the required Polygraph Examination.

B. Police – Personality Assessment Testing MPulse or PEP.

The Board then discussed with the Police Chief whether the Board should continue utilizing the MPulse Assessment System for the screening of Police Officer applicants which the Board only recently approved for use. The Police Chief questioned the results so far from the use of the MPulse system as more of a psychological test rather than a personality assessment test. The Police Chief suggested that the Board revert to the use of the PEP Test for the personality assessment or screening purposes. Commissioner Phillips made a verbal Motion To Authorize the Police Department to resume using the PEP Test instead of the MPulse Test. 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 the Police Department shall resume using the PEP Test for Police Officer Candidates.

C. Police – Approve Lateral Applicant’s Polygraph Examination.

The Board next discussed asking Lateral Police Officer Applicant Matthew Gibson to submit to the Polygraph Examination as required by the Board’s Rules and Regulations. Commissioner Phillips made a verbal Motion To Request that Lateral Police Officer Applicant Matthew Gibson submit to the Polygraph Examination as required by the Board’s 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 the Lateral Police Officer Applicant Matthew Gibson is hereby requested to submit to the requires Polygraph Examination.

D. Fire – Accept/Approve Polygraph Results for Firefighter Candidate.

The Board then considered the written report of the Polygraph Examination administered to Firefighter Candidates Sean Rushing and Luis Herrera. Commissioner Phillips made a verbal Motion To Find that Firefighter Candidates Sean Rushing and Luis Herrera had each successfully completed the required Polygraph Examinations step in the 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 Firefighter Candidates Sean Rushing and Luis Herrera had each successfully completed the required Polygraph Examinations.

E. Fire – Approve Oral Interview for Firefighter Candidate.

The Fire Chief that this Agenda topic was not needed and thus was moot. The Board took no action on this Agenda Item.

F. Fire – Conduct Oral Interview For Firefighter Candidates.

The Board then conducted in-person oral interviews of Firefighter Candidates Sean Rushing and Luis Herrera. Commissioner Phillips made a verbal Motion To Find that Firefighter Candidates Sean Rushing and Luis Herrera had each successfully completed the required In-

Person Interview by the Board step in the 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 Firefighter Candidates Sean Rushing and Luis Herrera had each successfully completed the required In-Person Board Interviews.

G. Fire – Approve Conditional Offer Of Employment Pending Mayoral Approval, Psychological Examination and Medical Examination, if Warranted.

Commissioner Phillips made a verbal Motion To Extend an Offer of Employment as a Probationary Firefighter for the City of Belvidere to Firefighter Candidate Sean Rushing Contingent Upon His Successful Passage of the required Psychological and Medical Examinations and further Contingent upon the prior express approval of the Mayor of the City of Belvidere. 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 thus a Conditional Offer of Employment as a Probationary Firefighter is hereby extended to Firefighter Candidate Sean Rushing contingent upon the three stated requirements.

Commissioner Phillips made a verbal Motion To Extend an Offer of Employment as a Probationary Firefighter for the City of Belvidere to Firefighter Candidate Luis Herrera Contingent Upon His Successful Passage of the required Psychological and Medical Examinations and further Contingent upon the prior express approval of the Mayor of the City of Belvidere. 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 thus a Conditional Offer of Employment as a Probationary Firefighter is hereby extended to Firefighter Candidate Luis Herrera contingent upon the three stated requirements.

H. Fire – Authorize Entering Into An Agreement For Promotional Testing Services with Resource Management Associates (“RMA”).

The Fire Chief next discussed with the Board a written proposal from Resource Management Associates (“RMA”) to conduct the promotional testing services for the Board for the ranks of Fire Lieutenant and Fire Captain. The Fire Chief noted that both of the current Fire Lieutenant and Fire Captain Promotional Lists will be expiring on March 31, 2024. Commissioner Phillips made a verbal Motion To Authorize the Fire Chief to sign the proposed agreement with RMA contingent upon the prior written approval of the proposed agreement from the Board’s attorney, Roberta Holzwarth. 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 thus the Fire Chief may sign the proposed RMA Agreement with RMA for Promotional Testing Services o behalf of the Board, but only after the Board’s attorney first approves the form of said agreement with RMA.

OTHER BUSINESS: NONE

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:

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 7:53 PM.

Respectfully Submitted,

/s/ Michael J. Phillips

Michael J. Phillips, Secretary

Minutes Approved by the Board on October 10, 2023.