

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON JANUARY 19, 2023 IN THE CITY COUNCIL CHAMBERS
OF THE BELVIDERE CITY HALL**

CALL TO ORDER: Chair Hunter called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:02 PM.

ROLL CALL: Commissioners Hunter, Gonzalez and Phillips were personally and physically present in the meeting room. No Commissioner attended by electronic or remote methods. Police Chief Shane Woody were also personally present in person as was Deputy Police Chief Wallace, Deputy Police Chief Gardner and Detective Sergeant Smaha. Fire Chief Shawn Schadle was also physically present for this Meeting.

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: The Secretary distributed the proposed Minutes of the Board's August 16, 2022, October 4, 2022 and November 22, 2022 Special Meetings. Commissioner Gonzalez made a verbal Motion To Approve the Minutes of the Board's August 16, 2022, October 4, 2022 and November 22, 2022 Special Meetings. Chair Hunter verbally seconded that Motion. A Roll Call vote was held with the following results:

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|-----------------------|-----|
| Commissioner Phillips | Aye |
| Commissioner Gonzalez | Aye |
| Commissioner Hunter | Aye |

Chair Hunter declared the Motion as Passed and the Minutes of the Board's August 16, 2022, October 4, 2022 and November 22, 2022 Special Meetings were approved.

COMMUNICATIONS:

A. *Bills Payable.* COPS and FIRE Personnel Testing, Inc.'s Invoice #107722 dated December 7, 2022 in the amount of \$ 450.00 for administration of a Psychological Examination to Police Officer Candidate Jonathan Hernandez. Commissioner Phillips made a verbal Motion To Approve As Presented this Invoice. Commissioner Gonzalez verbally seconded this Motion. A Roll Call vote was held with the following results:

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| Commissioner Phillips | Aye |
| Commissioner Gonzalez | Aye |
| Commissioner Hunter | Aye |

Chair Hunter declared the Motion as Passed and this Invoice was approved for Payment.

COPS and FIRE Personnel Testing, Inc.'s Invoice #107800 dated December 29, 2022 in the amount of \$ 175.00 for administration of a Polygraph Examination to Police Officer Candidate Jonathan Hernandez. Commissioner Phillips made a verbal Motion To Approve As Presented this Invoice. Commissioner Gonzalez verbally seconded this Motion. A Roll Call vote was held with the

following results:

Commissioner Phillips Aye
Commissioner Gonzalez Aye
Commissioner Hunter Aye

Chair Hunter declared the Motion as Passed and this Invoice was approved for Payment.

Physician's Immediate Care's Invoice Account \$42272 and Statement #4298546#107722 dated January 4, 2023 in the amount of \$ 211.00 for administration of an X-Ray Examination and a Tuberculosis Test to Police Officer Candidate Jonathan Hernandez. Commissioner Phillips made a verbal Motion To Approve As Presented this Invoice. Commissioner Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips Aye
Commissioner Gonzalez Aye
Commissioner Hunter Aye

Chair Hunter declared the Motion as Passed and this Invoice was approved for Payment.

Boone County Shopper's Invoice #00237317722 dated December 9, 2022 in the amount of \$50.00 for publication of a Fire & Police Notice only. The Board declined to authorize payment for the charge for publication of a Truth-In-Taxation Notice as such Notice applies only to City Government. Commissioner Phillips made a verbal Motion To Approve As Presented this Invoice. Commissioner Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips Aye
Commissioner Gonzalez Aye
Commissioner Hunter Aye

Chair Hunter declared the Motion as Passed and this Invoice was approved for Payment.

Holmstrom & Kennedy's Invoice #304111 dated December 12, 2022 in the amount of \$1,236.50 for legal services provided to the Board as specified in said Invoice. Commissioner Phillips made a verbal Motion To Approve As Presented this Invoice. Commissioner Gonzalez verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Phillips Aye
Commissioner Gonzalez Aye
Commissioner Hunter Aye

Chair Hunter declared the Motion as Passed and this Invoice was approved for Payment.

B. Police Chief's Report. Police Chief Shane Woody made the following verbal report:

(1) He thanked Commissioner Gonzalez for his long years of service on the Board and congratulated Commissioner Gonzalez on his impending retirement from the Board in February.

(2) stated that Probationary Police Officer Davis is currently in Stage V of the FTO Program being supervised by FTO Deery. Officer Davis is progressing well without issues.

(3) Deputy Chief Gardner may be retiring soon to take a Federal position and if such does occur, that will create a chain reaction of vacancies in the ranks.

(4) There may be an additional three additional retirements among Police Officers in the next few months so the Police Chief has made reservations at the Law Enforcement Training Academies for May and September.

(5) On Saturday, February 4, 2023 at 8:00 o'clock AM at Belvidere High School there will be entry level testing for Police Officer Candidates (because there are no remaining names on the Police Officer Entry-Level Final Eligibility Register). Commissioners are welcome and encouraged to attend.

C. Fire Chief Report. Fire Chief Shawn Schadle was present and presented the following verbal report:

(1) The Fire Chief also thanked Commissioner Gonzalez for his long years of service on the Board and congratulated Commissioner Gonzalez on his impending retirement from the Board in February.

(2) In March of 2023 Firefighter Corey Mitchell will be completing one year employment with the Belvidere Fire Department and has shown Good Progress. There were no problems noted during his recent Nine Month Evaluation.

(3) Firefighter Trujillo is now enrolled in Paramedic Training. He has not yet passed the Paramedic Examination and the Fire Chief has extended until July the deadline for Firefighter Trujillo to successfully pass the required Paramedic Examination for which Illinois now used the very difficult National Registry Paramedic Examination. Firefighter Trujillo is studying and working hard to pass this Examination, but is not a good test taker although he has done a fine job with the Fire Department. If Firefighter Trujillo does not pass the Paramedic Examination by July, the Fire Department will offer him remedial training which enables Firefighter Trujillo to take the Paramedic Examination another three attempts, if needed.

UNFINISHED BUSINESS: NONE.

NEW BUSINESS:

(A) Fire – Authorize Background Checks.

In view of the possible retirement in June of 2023, the Fire Chief then verbally requested that the Board authorize the Fire Department to conduct background investigations on the next highest-rated five Candidates who have also completed the CPAT Test. Commissioner Phillips made a verbal Motion To Authorize the Fire Department to conduct the required background investigations on the highest rated Five Candidates on the Final Eligibility Register and who have

also completed the required CPAT Test. Commissioner Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

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| Commissioner Phillips | Aye |
| Commissioner Gonzalez | Aye |
| Commissioner Hunter | Aye |

Chair Hunter declared the Motion as Passed and that the Fire Department is so authorized to conduct the said five background investigations.

(B) Police – Review Entry Level Polygraph.

The Board then heard reviewed the written report of the required Polygraph Examination as administered to Police Candidate Carlos Ochoa. Commissioner Phillips made a verbal Motion To Approve as Postpone Further Consideration of this Item Until the Board’s Next Meeting. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

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| Commissioner Phillips | Aye |
| Commissioner Gonzalez | Aye |
| Commissioner Hunter | Aye |

Chair Hunter declared the Motion as Passed and that Candidate Ochoa has successfully completed the Polygraph Examination as required by the Board’s current Rules and Regulations.

(C) Police – Conduct Entry Level Interview.

The Board then conducted an Oral Interview of Entry Level Police Officer Candidate Carlos Ochoa. The Board then discussed Candidate Ochoa and his answers to questions posed by Members of the Board and by the Police Department Command staff present at this Meeting. Commissioner Gonzalez made a verbal Motion To Find that Police Candidate Carlos Ochoa had successfully completed the Oral Interview as required by the Board’s current Rules and Regulations. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

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|-----------------------|-----|
| Commissioner Phillips | Nay |
| Commissioner Gonzalez | Aye |
| Commissioner Hunter | Aye |

Chair Hunter declared the Motion as Passed and that Candidate Ochoa has successfully completed the Polygraph Examination as required by the Board’s current Rules and Regulations.

(D) *Police – Conditional Offer of Employment.*

Commissioner Gonzalez made a verbal Motion To Extend to Police Officer Candidate Carlos Ochoa an offer of employment as a Probationary Police Officer for the City of Belvidere contingent upon his successful completion of the Medical and Psychological Examinations as required by the Board's current Rules and Regulations. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

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|-----------------------|-----|
| Commissioner Phillips | Nay |
| Commissioner Gonzalez | Aye |
| Commissioner Hunter | Aye |

Chair Hunter declared the Motion as Passed and that Candidate Ochoa is hereby extended an Offer of Employment as a Probationary Police Officer for the City of Belvidere contingent upon his successful completion of the Medical and Psychological Examinations as required by the Board's current Rules and Regulations.

(E) *Police – Authorize Psychological Examination*

(F) *Police – Authorize Medical Examination*

Then Board decided to consider these two Agenda Items simultaneously. Commissioner Hunter made a verbal Motion To Request That Police Officer Candidate Carlos Ochoa submit to the Medical and Psychological Examinations as required by the Board's current Rules and Regulations. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

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|-----------------------|-----|
| Commissioner Phillips | Nay |
| Commissioner Gonzalez | Aye |
| Commissioner Hunter | Aye |

Chair Hunter declared the Motion as Passed and that Candidate Ochoa is hereby requested to submit to the Medical and Psychological Examinations as required by the Board's current Rules and Regulations.

OTHER BUSINESS:

Commissioner Phillips reported on his meetings with City Clerk and the City Financial Director as to the financial expenditures by the Board so that the Board can accurately draft and file with the City the Board's Annual Budget Request as is required by State statute. The City Clerk agreed to monthly send to the Board a list of all Board bills proposed for payment. Commissioner Phillips will send copies of these financial reports to Commissioners Hunter and Gonzalez. The City Finance Director provided Commissioner Phillips with copies of all expenditures by line item for the past and current Fiscal Years.

The Police Chief requested that the Board schedule a Special Meeting on February 2, 2023 to consider the written reports of the Medical and Psychological Examinations as administered to Police Officer Candidate Carlos Ochoa and as required by the Board's current Rules and Regulations. Commissioner Phillips made a verbal Motion To Schedule a Special Board Meeting for 6:00 o'clock P.M. on Thursday, February 4, 2023 in the City Council Chambers to further consider the Police Officer candidacy of Carlos Ochoa. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

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|-----------------------|-----|
| Commissioner Phillips | Nay |
| Commissioner Gonzalez | Aye |
| Commissioner Hunter | Aye |

Chair Hunter declared the Motion as Passed and that the Board shall conduct a Special Meeting at 6:00 o'clock PM on February 2, 2023 as to Candidate Ochoa and other possible topics.

ADJOURNMENT:

Commissioner Gonzalez made a verbal Motion To Adjourn. Commissioner Hunter verbally seconded this Motion. A voice vote was held and Chair Hunter declared the Motion as Passed and the Meeting as adjourned. The Meeting adjourned at about 7:35 P.M.

Respectfully Submitted,

Michael J. Phillips

Michael J. Phillips
Secretary of the Board of Fire and
Police Commissioners

APPROVED by Vote of the Board of Fire and Police Commissioners on February 2, 2023.