

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON JANUARY 26, 2017 IN THE CITY COUNCIL CHAMBERS
OF THE BELVIDERE CITY HALL**

CALL TO ORDER: Chair Gonzalez called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:45 PM.

ROLL CALL: All Commissioners were personally and physically present in the meeting room. No Commissioner attended by electronic or remote methods. No members of the public were present. Also present was Police Chief Jan Noble, Deputy Police Chief Shane Woody, Police Sergeant Matthew Wallace and Fire Chief Al Hyser.

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: The proposed Minutes of the following Special meetings were presented for the Board's consideration and approval: September 7, 2016, November 16, 2016 and December 7, 2016. Commissioner Hunter made a verbal Motion To Approve As Presented all three sets of proposed Minutes. Chair Gonzalez seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and all three sets of Minutes were approved.

COMMUNICATIONS:

A. *Bills Payable.* None Presented for Consideration.

B. *Police Chief's Report.*

Police Chief Jan Noble stated as follows:

1) Tomorrow will be Deputy Police Chief Tony Martin's last day with the Belvidere Police Department.

2) The Command Staff of the Police Department met with Probationary Police Officer Joseph Callahan as to several employment-related issues. The Police Chief tendered a written report to the Board concerning the same. The Field Training Unit recommends that Officer Callahan's employment with the Belvidere Police Department be terminated because of unsatisfactory performance during his probationary period. Commissioner Phillips made a verbal Motion To Approve Termination of Probationary Police Officer Joseph Callahan pursuant to Section 3.16(a) of the Board's current Rules and Regulations. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and the Board thus approves the Police Chief's termination of employment of Probationary Police Officer Joseph Callahan. Board secretary Phillips is to email the Police Chief a document so stating.

3) The Promotional Ceremony of new Deputy Chief Matthew Wallace and the new Police Sergeant will be held at 2:00 P.M. on Friday, February 3, 2017 in the City Council Chambers.

Deputy Police Chief Shane Woody presented the following information:

1) Probationary Police Officer Zachary Reese is now in Step V of the FTO Program. His one-year probationary period ends in April of 2017.

2) Probationary Police Officer Christopher Garcia is now in Step V of the FTO Program. He is progressing with no apparent issues.

3) Probationary Police Officers Mark Weiland and Matthew Korn have been advanced from Step I to Step III of the FTO Program. Both are progressing on schedule.

4) Probationary Police Officer Cameron Worley is now in Week 3 of the PTI Program in Champaign, Illinois. On his first examination at PTI, he scored a 90 and the Class average was 87.

5) The Police Department has reserved two slots at the Suburban Law Enforcement Academy for the Class beginning on April 3, 2017 and ending on June 23, 2017.

C. Fire Chief's Report.

Fire Chief Hyser reported that Probationary Fire Fighter Ron Herman for the last two months has been on B Shift and is performing extremely well.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

A. Fire – Stephen Shoenlin Resignation.

Fire Chief Hyser reported that Probationary Fire Fighter Stephen Shoenlin has resigned and has accepted a position with the City of Rockford Fire Department.

B. Fire – Review polygraph results for Stephen Mead.

The Board then reviewed the written report on the Polygraph Examination of Fire Fighter Candidate Stephen Mead. Commissioner Hunter made a verbal Motion To Find that Fire Fighter Candidate Stephen Mead had successfully completed the Polygraph Examination required step of the Hiring Process and to Invite him to appear for the required Oral Interview before the Board. Chair Gonzalez seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and thus Fire Fighter Candidate Stephen Mead is invited to appear before the Board for the required Oral Interview step of the Hiring Process.

C. Fire – Acknowledge Justin Lee's request for removal from list.

The Board received information that Fire Fighter Candidate Justin Lee had requested in writing that his name be removed from the current Fire Fighter Final Eligibility Register. Commissioner Phillips made a verbal Motion To Grant Fire Fighter Candidate Justin Lee's written request that his name be removed from the current Fire Fighter Final Eligibility Register. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and thus the name of Fire Fighter Candidate Justin Lee shall be removed from the current Fire Fighter Final Eligibility Register at his request.

D. Fire – Confirm next 5 candidates for background interviews.

Chair Gonzalez made a verbal Motion To Authorize the Police Department to conduct Background Interviews for the next 5 highest rated but as yet unhired Fire Fighter Candidates on the current Final Eligibility Register. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and thus the Police Department is hereby authorized to conduct the background investigations of the next 5 highest rated but as yet unhired Fire Fighter Candidates on the current Final Eligibility Register.

E. Police – Entry level Candidate Reviews.

Police Command Staff reported on the staff of the remaining Police Officer Candidates on the current Final Eligibility register as follows:

Theodore Duckett (#26): currently being out-processed from the United States Army and his background investigation will commence shortly when he is completely discharged;

Anthony Santos (#27): Requested in writing that his name be removed from the Final Eligibility Register. Commissioner Phillips made a verbal Motion To Grant Police Officer Candidate Anthony Santos' written request that his name be removed from the current Police Officer Eligibility Register. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and thus the name of Police Officer Candidate Anthony Santos shall be removed from the current Police Officer Final Eligibility Register at his request.

Victor Parra (#28): Currently being processed and the Background Investigation Report should be ready for the Board's next Special Meeting on February 9, 2017.

Kenneth Myers (#29): Commissioner Phillips made a verbal Motion To Grant Police Officer Candidate Kenneth Myers' written request that his name be removed from the current Police Officer Eligibility Register. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and thus the name of Police Officer Candidate Kenneth Myers shall be removed from the current Police Officer Final Eligibility Register at his request.

Zachary Reese (#30): Has already been hired by the Belvidere Police Department.

Sean Barry (#31): Currently being processed and the Background Investigation Report should be ready for the Board's next Special Meeting on February 9, 2017.

Edward Roman (#32): Commissioner Phillips made a verbal Motion To Grant Police Officer Candidate Edward Roman's written request that his name be removed from the current Police Officer Eligibility Register. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and thus the name of Police Officer Candidate Edward Roman's shall be removed from the current Police Officer Final Eligibility Register at his request.

Joseph Danielak (#33): Currently being processed and the Background Investigation Report should be ready for the Board's next Special Meeting on February 9, 2017.

Matthew Smith (#34): Currently being processed and the Background Investigation Report should be ready for the Board's next Special Meeting on February 9, 2017.

This exhausts all Police Officer Candidates on the current Police Officer Final Eligibility Register.

F. Establishing a Police Eligibility List.

By consensus, the Board decided to discuss this issue during the Board's next Special Meeting on February 9, 2017.

G. Psychological reviews for Sergeant Candidates.

The Board next reviewed the written reports of the Psychological Examinations of the three Candidates for Promotion to Police Sergeant: Shane Polnow, Todd Moore and Daniel Smaha. Commissioner Hunter made a verbal Motion To Find that Police Sergeant Promotional Candidates Shane Polnow, Todd Moore and Daniel Smaha had each successfully completed the Polygraph Examination required step of the Promotional Process and to invite each of them to appear for the required Oral Interview before the Board. Chair Gonzalez seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and thus Police Sergeant Promotional Candidates Shane Polnow, Todd Moore and Daniel Smaha are hereby invited to appear before the Board for the required Oral Interview step of the Promotional Process.

H. Police Sergeant Interviews.

The Board next individually interview the three Police Sergeant Promotional Candidates Shane Polnow, Todd Moore and Daniel Smaha. No motions made at the conclusion of these three interviews.

I. Promotion to Police Sergeant.

The Board next discussed the results of the interview process and the strengths and weaknesses of each of the three Police Sergeant Promotional Candidates of Shane Polnow, Todd Moore and Daniel Smaha. Commissioner Phillips made a verbal Motion To Promote Candidate Daniel Smaha to the rank of Police Sergeant. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

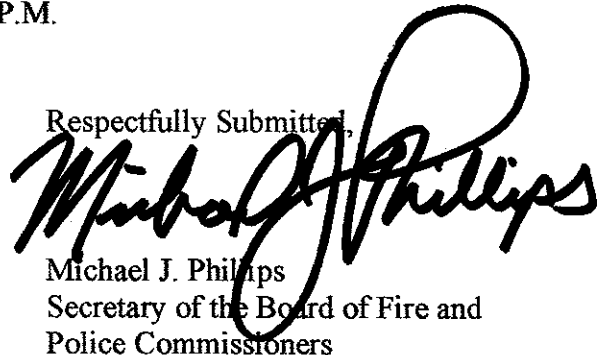
Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and thus Daniel Smaha was hereby appointed to the rank of Police Sergeant. The swearing-in ceremony of Police Sergeant Daniel Smaha and of Deputy Police Chief Matthew Wallace is scheduled for 2:00 P.M. on Friday, February 3, 2017 in the City Council Chambers.

ADJOURNMENT:

Commissioner Hunter made a verbal Motion To Adjourn. Chair Gonzalez seconded this Motion. A voice vote was held and Chair Gonzalez declared the Motion as Passed and the meeting was adjourned. The Meeting adjourned at 9:27 P.M.

Respectfully Submitted,



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

APPROVED by Vote of the Board of Fire and Police Commissioners on Nov. 17, ²⁰¹⁶ ~~2017~~.