

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON FEBRUARY 9, 2017 IN THE CITY COUNCIL CHAMBERS
OF THE BELVIDERE CITY HALL**

CALL TO ORDER: In the excused absence of Chair Gonzalez, Commissioner John Hunter, acting as Chair *Pro Tempore*, called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:50 PM.

ROLL CALL: Commissioners Hunter and Phillips were personally and physically present in the meeting room. Chair Gonzalez was absent. 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, Deputy Police Chief Matthew Wallace, Police Sergeant Daniel Smaha, Fire Chief Al Hyser and Fire Captain Brian Harbison.

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: January 11, 2017 and January 26, 2017. Commissioner Phillips made a verbal Motion To Postpone Consideration of both of these proposed Minutes until the Board's next Meeting because of the absence of Board Chair Gonzalez. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	

Chair *Pro Tempore* Hunter declared the Motion as passed and the Board's consideration of both sets of proposed Minutes were postponed until the Board's next Meeting.

COMMUNICATIONS:

A. Bills Payable.

It was unknown if the Board had received any Invoices. Commissioner Hunter made a verbal Motion To Postpone Consideration of any Invoices until the Board's next Meeting because of the absence of Board Chair Gonzalez. Commissioner Phillips seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	

Chair *Pro Tempore* Hunter declared the Motion as passed and the consideration of any received Invoices were postponed until the Board's next Meeting.

B. Police Chief's Report.

Police Chief Jan Noble stated as follows:

1) The Police Department reserved two initial training slots at the Suburban Law Enforcement Academy for the Class beginning on April 11, 2017.

2) The Command Staff of the Police Department suggests May 20, 2017 as the date for the administration of the Written Examination for Candidates for appointment as Police Officers. C.O.P.S. and F.I.R.E. Personnel Testing Service, Inc. will administer this written examination.

Deputy Police Chief Shane Woody presented the following information:

1) Four Probationary Police Officer are currently in the Field Training Officer Program with the Police Department.

2) Probationary Police Officer Zachary Reese is now in Step V of the FTO Program and is on solo patrol. His one-year probationary period ends on April 4, 2017. On April 17, 2017 he is scheduled to appear at the City Council Meeting to receive his permanent police badges.

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 II of the FTO Program. Officer Weiland is now working with FTO McDermott and Officer Korn is working with FTO Berillo. Both are progressing well as expected in their current FTO Step.

4) Probationary Police Officer Cameron Worley is now in Week 5 of the PTI Program in Champaign, Illinois and is progressing satisfactorily according to the Progress Reports received by the Command Staff.

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.

1) Fire Chief Hyser reported on the death of retired Firefighter Ted Vickers. The Fire Department participated in the Memorial Ceremony last night.

2) On April 11, 2017, Probationary Fire Fighter Ron Herman will achieve his one-year anniversary with the Fire Department. He is currently doing well in his duties.

3) There are now two Firefighter vacancies in the Fire Department.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

At the request of Board Attorney Bobbie Holzwarth, the Board first considered item F under New Business.

F. Police – Discussion for approval of Fire and Police Commission rule changes for entry level candidate testing.

Board Attorney Holzwarth then distributed a new proposed version of the Board's Rules and Regulations to implement the Peer Assessment Examination for new Police hires as requested by the Police Chief. The Board discussed these Rule changes with Ms. Holzwarth and with members of the Police Command staff. Important dates upcoming regarding these Rule Changes:

March 10th – Last day to pass any proposed Rule changes (takes 10 days to go into effect and must be in effect for at least 60 days prior to the written examination which is recommended to be on May 20th). The Police Department had gathered Peer Assessment Rules from nine other municipalities. Commissioner Phillips made a verbal Motion To Refer the Proposed Rule Changes from the Nine other Municipalities and as drafted by the Belvidere Police Department to the Board's Attorney for her report and recommendation. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	

Chair *Pro Tempore* Hunter declared the Motion as passed and the Board's consideration of the proposed Rule changes was postponed until the Board's next Meeting to consider the Board Attorney's Report on the same.

A. Fire – Oral Interview of Fire Candidate Stephen Mead.

The Board then conducted the Oral Interview of Firefighter Candidate Stephen Mead. Commissioner Phillips made a verbal Motion To Find that Firefighter Candidate Stephen Mead has successfully completed the Oral Interview step of the Hiring Process, and that a Conditional Offer of Employment Conditioned upon his successful completion of the Psychological and Medical Examination be made to Mr. Mead. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	

Chair *Pro Tempore* Hunter declared the Motion as passed and that a Conditional Offer of Employment is hereby made to Firefighter Candidate Stephen Mead provided that he successfully complete the required Psychological and Medical Examinations.

B. Fire – Entry level candidate background reviews.

C. Fire – Request polygraphs for entry level candidates.

The Police Command Staff informed the Board that the Background Investigations had not yet been completed. Commissioner Phillips made a verbal Motion To Postpone Consideration of both of these proposed matters (B & C) until the Board's next Meeting because the Background Investigations had not yet been completed. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	

Chair *Pro Tempore* Hunter declared the Motion as passed and the Board's consideration of both of these matters (B & C) were postponed until the Board's next Meeting.

D. Police – Entry level candidate background reviews.

The Board then received written and verbal information from the Police Command Staff as to the results of the Background Investigations of the following Police Officer Candidates: Theodore Duckett, Victor Parra, Sean Berry, Joseph Danielak and Matthew Smith.

E. Police – Request polygraphs for entry level candidates.

As to Police Officer Candidate Theodore Duckett, Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Theodore Duckett had not successfully completed the required Background Investigation step of the Hiring Process and that his name be removed from the Final Eligibility Register. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	

Chair *Pro Tempore* Hunter declared the Motion as passed and thus the name of Police Officer Candidate Theodore Duckett shall be removed from the current Police Officer Final Eligibility Register.

As to Police Officer Candidate Victor Parra, Commissioner Hunter made a verbal Motion To Find that Police Officer Candidate Victor Parra had not successfully completed the required Background Investigation step of the Hiring Process and that his name be removed from the Final Eligibility Register. Commissioner Phillips seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair Gonzalez

Chair *Pro Tempore* Hunter declared the Motion as passed and thus the name of Police Officer Candidate Victor Parra shall be removed from the current Police Officer Final Eligibility Register.

As to Police Officer Candidate Sean Berry, Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Sean Berry had successfully completed the required Background Investigation step of the Hiring Process and that he be invited to submit for a Polygraph Examination at the expense of the City of Belvidere. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	

Chair *Pro Tempore* Hunter declared the Motion as passed and thus Police Officer Candidate Sean Berry has successfully completed the Background Investigation step and that Sean Berry be invited to submit to a Polygraph Examination at City expense.

As to Police Officer Candidate Joseph Danielak, Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Joseph Danielak had successfully completed the required Background Investigation step of the Hiring Process and that he be invited to submit for a Polygraph Examination at the expense of the City of Belvidere. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	

Chair *Pro Tempore* Hunter declared the Motion as passed and thus Police Officer Candidate Joseph Danielak has successfully completed the Background Investigation step and that Joseph Danielak be invited to submit to a Polygraph Examination at City expense.

As to Police Officer Candidate Matthew Smith, Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Matthew Smith had successfully completed the required Background Investigation step of the Hiring Process and that he be invited to submit for a Polygraph Examination at the expense of the City of Belvidere. Commissioner Hunter seconded this Motion. A roll-call vote was held as follows:

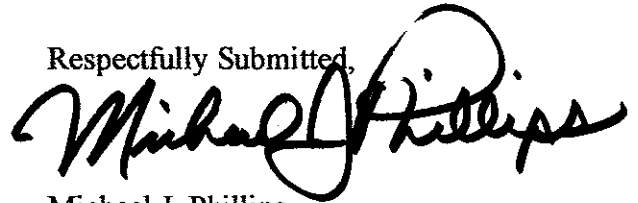
Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	

Chair *Pro Tempore* Hunter declared the Motion as passed and thus Police Officer Candidate Matthew Smith has successfully completed the Background Investigation step and that Matthew Smith be invited to submit to a Polygraph Examination at City expense.

ADJOURNMENT:

Commissioner Hunter made a verbal Motion To Adjourn. Commissioner Phillips seconded this Motion. A voice vote was held and Chair *Pro Tempore* Hunter declared the Motion as Passed and the meeting was adjourned. The Meeting adjourned at 9:10 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 ~~February~~ 2017.

November 17, 2020.