

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE  
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON FEBRUARY 28, 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 6:06 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:** Chair Hunter brought and distributed the proposed Minutes of the Board's November 9, 2022 Special Meeting to tonight's Meeting. Secretary Phillips had previously emailed to the Board Members the proposed Minutes of the Board's February 2, 2023 Special Meeting. Commissioner Phillips made a verbal Motion To Approve the proposed Minutes of the Board's November 9, 2022 and February 2, 2023 Special Meetings. Commissioner Gonzalez verbally seconded that 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 the Minutes of the Board's November 9, 2022 and February 2, 2023 Special Meetings were approved.

**COMMUNICATIONS:**

A. *Bills Payable.*

1. Illinois Association of Fire & Police Commissioners Annual Dues for CY 2023 in the amount of \$375.00. 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.

2. COPS and FIRE Personnel Testing, Inc.'s Invoice #107886 dated February 7, 2023

in the amount of \$ 2,050.00 for administration to 12 Police Officer applicants of the POWER Test and of the Written Examination. 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.

3. COPS and FIRE Personnel Testing, Inc.'s Invoice #107879 dated February 6, 2023 in the amount of \$ 450.00 for administration to of a Psychological Examination to Police Officer Candidate Carlos Ochoa. Commissioner Gonzalez 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.

4. COPS and FIRE Personnel Testing, Inc.'s Invoice #107864 dated January 4, 2023 in the amount of \$ 819.00 for administration to 89 Police Officer applicants of online registration and public advertising of the Police Officer Testing. Commissioner Gonzalez made a verbal Motion To Approve As Presented this Invoice. Commissioner Phillips 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.

5. Blue Line's Invoice #44224 in the amount of \$ 298.00 for the public advertising of Police Officer Testing. Commissioner Gonzalez made a verbal Motion To Approve As Presented this Invoice. Commissioner Phillips 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) Sergeant Mike Ball is currently working on the Night Shift in Sergeant Peer Review.

(2) Probationary Police Officer Jonathan Hernandez is now in Week #8 at the Suburban Law Enforcement Academy and has experienced two minor write-ups.

(3) Probationary Police Officer M. Davis is now in Step #5 of the Field Training Officer Program and is progressing as expected.

C. *Fire Chief Report.* Fire Chief Shawn Schadle stated that the only matters for his discussion were those as listed on tonight's Agenda.

**UNFINISHED BUSINESS:** NONE.

**NEW BUSINESS:**

(A) *Discussion of Payment and Invoices Received By The Board.*

Commissioner Phillips reported that he had met with the City Clerk who informed him that she pays the Invoices when her Office received them from the Police Department or from the Fire Department. That would be prior to the Board's review and vote of approval because of the uncertain timing of the Board's meetings. Commissioner Phillips also received financial reports from the City's Finance Director and the City to send these monthly reports to the Board at the same time as such are sent to other City departments. The Board then took no formal action on this Agenda item.

(B) *Status of Payment of Invoice from the Illinois Association of Fire & Police Commissioners for the Board's Annual Dues.*

This Agenda item was moot and the Board took no formal action thereon because the Board has already approved the Invoice for payment during the Bills Payable section of the Agenda.

(C) *Approval of the Board's Annual Report for CY 2022.*

Because Commissioner Phillips had not received the proposed Minutes of the Board's November 22, 2022 Special Meeting when he drafted the Annual Report for CY 2022. Commissioner Phillips stated that he had to review said Minutes in case any material therein needed to be included in the Annual Report. Commissioner Phillips made a verbal Motion To Postpone Consideration of the Board's Annual Report for CY 2022 until the Board's next meeting. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Board's Annual Report for CY 2022 shall appear on the Agenda for the Board's next Meeting.

*(D) Police – Certify Original Appointment Written and Pres-screening Interview Scores.*

The Board then reviewed the proposed Written and Pre-screening Interview Scores for the Police Office Entry Level Candidates. Commissioner Phillips made a verbal Motion To Certify As Correct and as Presented the Written and Pre-screening Interview Scores. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Board's Written and Pre-screening Interview Scores are hereby approved as presented.

*(E) Police – Establish Initial Eligibility Register.*

The Board then reviewed the proposed Initial Eligibility Register for Entry Level Police Officers. Commissioner Phillips made a verbal Motion To Approve as Presented the Initial Eligibility Register. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Board's Initial Eligibility Register is hereby approved as presented.

*(F) Police – Approve Original Appointment Backgrounds.*

The Board then reviewed the written Background Investigation Reports on eight (8) entry-level Police Officer Candidates. Commissioner Phillips made a verbal Motion To Approve as Presented all Eight Background Investigation Reports. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Board hereby approves as presented the written Background Investigation Reports on all eight (8) entry-level Police Officer Candidates.

(G) *Police – Approve Psychological Testing For Promotional Candidates.*

The Police Chief then informed the Board that with Deputy Police Chief Gardner's anticipated resignation on April 6, 2023, such will create a vacancy in the ranks of Police Sergeant (one current Police Sergeant is likely to be promoted to Deputy Police Chief to replace Deputy Chief Gardner). The Police Chief then asked for the Board's permission to send the top three ranked candidates on the Police Sergeant Promotional Register for Psychological Testing as is required by the Board's current Rules and Regulations. Commissioner Phillips made a verbal Motion To Authorize the Police Department to Send the Three Highest Ranked Candidates on the Police Sergeant Promotional Register for Psychological Testing. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Police Department is hereby authorized to send the Three Highest Ranked Candidates on the Police Sergeant Promotional Register for Psychological Testing.

At that time, all representatives of the Police Department left the meeting room as all remaining Agenda Items only dealt with the Fire Department.

(H) *Fire – Approve Psychological Testing For Promotional Candidates.*

The Fire Chief reported that with the June 2, 2023 retirement of Fire Captain Chad Cunningham, there would be created vacancies in the ranks of Fire Lieutenant and Fire Captain. The Board's Rules require psychological testing before being promoted to either rank so the Fire Chief asked the Board for permission to send the two highest-ranked candidates on each Promotional Register for said psychological testing. These Candidates Are Fire Lieutenant Jason Swanson and Firefighter Nick Thornton. Commissioner Phillips made a verbal Motion To Authorize the Fire Department to Send Fire Lt. Jason Swanson and Firefighter Nick Thornton for Psychological Testing. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Fire Department is hereby authorized to send Fire Lt. Jason Swanson and Firefighter Nick Thornton for Psychological Testing.

(I) *Fire – Amend Preference Points.*

Fire Chief Schadle asked the Board to amend its current Rules and Regulations to (A) delete Educational Preference Points and (B) delete Intern Preference Points and then explained his

reasons for said requests. The Fire Chief stated that he has not yet discussed these amendments with Roberta Holzwarth, the Board's Counsel. Commissioner Phillips made a verbal Motion To Authorize the Fire Chief to Consult with Attorney Roberta Holzwarth on the two requested deletions of Preference Points and to report back to the Board. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Fire Chief may discuss such preference point deletions with the Board's Counsel Roberta Holzwarth and then report back to the Board.

*(J) Fire – Amend CPAT Requirements.*

The Police Chief then discussed with the Board his proposal to amend the Board's current Rules and Regulations to alter the CPAT (Physical Agility Testing) Requirements currently required by the Board's Rules and Regulations. The Fire Chief stated that he has not yet discussed these amendments with Roberta Holzwarth, the Board's Counsel. Commissioner Phillips made a verbal Motion To Authorize the Fire Chief to Consult with Attorney Roberta Holzwarth on the proposed CPAT amendments and to report back to the Board. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Fire Chief may discuss such preference point deletions with the Board's Counsel Roberta Holzwarth and then report back to the Board.

*(K) Fire – Review Candidates' Background Investigations.*

The Board then reviewed the reports of various entry-level Firefighter Candidates and took the following action as follows:

Candidate #1 Colin Perry: Commissioner Phillips made a verbal Motion To Find that Candidate Perry had not successfully completed the Background Investigation step as required by the Board's current Rules and Regulations and to remove his name from the Final Eligibility Register. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Candidate Perry's name is hereby removed.

Candidate #3 Jason Jankowski: Commissioner Phillips made a verbal Motion To Find that Candidate Jankowski had successfully completed the Background Investigation step 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:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Candidate Jankowski's has successfully completed the required Background Investigation step of the Board's Hiring Process.

Candidate #7 Michael Jahnke: Commissioner Phillips made a verbal Motion To Find that Candidate Janhnke had not successfully completed the Background Investigation step as required by the Board's current Rules and Regulations and to remove his name from the Final Eligibility Register. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Candidate Jankhe's name is hereby removed from the Final Eligibility Register.

Candidate #4 Noah Carlson: Candidate Carlson had requested in writing that at this time he be passed over because of his current schooling or military service, but remain on the Final Eligibility Register. Commissioner Phillips made a verbal Motion To Pass Over And Allow Candidate Carlson to remain on the Final Eligibility Register. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Candidate Carlson's name shall hereby remain on the Final Eligibility Register.

Candidate #4 Luis Herrera: Candidate Herrera had requested in writing that at this time he be passed over because of his current schooling or military service, but remain on the Final Eligibility Register. Commissioner Phillips made a verbal Motion To Pass Over And Allow Candidate Herrera to remain on the Final Eligibility Register. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Candidate Herrera's name shall hereby remain on the Final Eligibility Register.

Candidate #2 Joshua Norek: Candidate Norek has not yet presented his proof of the passage of the CPAT Test to the Board as he is currently on Worker's Compensation Leave. The Board took no action as to Candidate Norek.

Candidate #6 Michael Mercado: Candidate Mercado has not yet presented his proof of the passage of the CPAT Test to the Board as he is currently scheduled to take the CPAT Test on March 4, 2023. on Worker's Compensation Leave. The Board took no action as to Candidate Norek.

*(L) Fire – Approve For Polygraph Testing For Candidates Passing The Background.*

Only Firefighter Candidate Jason Jankowski has successfully completed the required background Investigation step as required by the Board's current Rules and Regulations. Commissioner Phillips made a verbal Motion To Invite candidate Jankowski to Submit to the polygraph Examination as required by the Board's Rules and Regulations. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that Candidate Jankowski is hereby invited to submit to the Board's required Polygraph Examination.

**OTHER BUSINESS:**

Commissioner Phillips made a verbal Motion To Schedule Special Board Meetings for 6:00 o'clock P.M. on Wednesday, March 15, 2022 and on Wednesday, March 22, 2023. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and that the Board shall conduct Special Meetings at 6:00 o'clock P.M. on Wednesdays, March 15 and 22, 2023.

**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 7:25 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 March 23, 2023.*