

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON MARCH 2, 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 6:50 PM because Commissioner Phillips was late in arriving.

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

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: No Minutes were distributed for consideration.

COMMUNICATIONS:

A. Bills Payable.

C.O.P.S. and F.I.R.E. Personnel Evaluation Invoice in the amount of \$160.00 for the administration of polygraph examination to Police Officer Candidate Joseph Danielak. Commissioner Hunter made a verbal Motion To Pay This Invoice As Presented. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Hunter	Aye
Commissioner Phillips	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as passed and payment for this Invoice was approved.

B. Police Chief's Report.

Police Chief Jan Noble reported as follows:

- 1) The Police Department has reserved two slots for the basic police training course at the Suburban Law Enforcement Academy beginning on April 3, 2017, but currently only one candidate is on-track to attend that course;
- 2) Probationary Police Officer Cameron Worley is doing well at Police Training Institute in Champaign; and
- 3) Probationary Police Officers Korn and Weiland are in Step III of the FTO Program ("FTO Program") and are doing fine with no serious issues.

C. Fire Chief's Report.

Stephen Meade will be sworn in as a Probationary Police Officer on March 27, 2017.

UNFINISHED BUSINESS:

A. Fire – Review background interviews of next 4 entry level candidates.

The Board then reviewed the Police-Department prepared reports of the background investigations of the next four highest-rated candidates on the Fire Fighter Final Eligibility Register: Michael D. Heuer, Robert M. Gill, Marco Montaini and Daniel K. Ayala. Police Sergeant Daniel Smaha informed the Board that Fire Fighter Candidate Michael D. Heuer did not complete the Background Investigation process.

B. Police – Review, discuss and decide on Attorney Holzwarth's opinion regarding Peer Reviews for entry level police candidates.

The Board then discussed Board Attorney Holzwarth's opinion that the Board could establish the Peer Review step in the Police Officer Hiring Process. Commissioner Phillips made a verbal Motion To Amend The Board's Rules And Regulations to include a Peer Review Step in the Police Officer Hiring Process. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and the Board's Rules and Regulations are amended to include a Peer Review step in the Police Officer Hiring Process.

Commissioner Phillips made a verbal Motion To Establish 70% as the Passing Score for future Written Examinations and Peer Review Examinations for Police Officer Entry-Level Testing. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and the Board's Rules and Regulations are amended to Establish 70% as the Passing Score for future Written Examinations and Peer Review Examinations for Police Officer Entry-Level Testing.

Commissioner Phillips made a verbal Motion To Establish a 60% weight for the Written Examination and a 40% weight for the Peer Review Examination for Police Officer Entry-Level Testing. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Gonzalez

Aye

Chair Gonzalez declared the Motion as Passed and the Board's Rules and Regulations are amended to Establish a 60% weight for the Written Examination and a 40% weight for the Peer Review Examination for Police Officer Entry-Level Testing.

C. Police – Review entry level candidate polygraphs.

The Board then reviewed the written report of the polygraph examination taken by Police Officer Candidate Joseph Danielak. Commissioner Phillips made a verbal Motion To Find That Police Officer Candidate Joseph Danielak had successfully passed the required polygraph examination and that he be asked to submit to the required Oral Interview by the Board. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and that Police Officer Candidate Joseph Danielak is invited to submit to an Oral Interview before the Board.

D. Police – Review entry level candidate backgrounds.

The Board then reviewed the Police-Department prepared reports of the background investigations of the next four highest-rated candidates on the Police Officer Final Eligibility Register.

E. Police – Interview entry level candidate.

The Board next conducted an oral interview of Police Officer Candidate Joseph Danielak. Commissioner Phillips made a verbal Motion To Find That Police Officer Candidate Joseph Danielak had successfully passed the required oral interview step of the Hiring Process. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and that Police Officer Candidate Joseph Danielak had successfully passed the required oral interview step of the Hiring Process.

G. Police – Authorize Psychological and Medical Testing.

Commissioner Phillips made a verbal Motion To Extend An Offer Of Employment To Police Officer Candidate Joseph Danielak Conditioned Upon his Passage of the Required

Psychological and Medical Examinations. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and that the Board extends an offer of employment to Police Officer Candidate Joseph Danielak conditioned upon his successful completion of the required psychological and medical examinations.

H. Police - STRICKEN FROM AGENDA AS ERRONEOUSLY INCLUDED.

I. Police - Discuss Date for Psychological Testing.

The Board then discussed the proposed date for the Board to meet and to discuss the results of Police Officer Candidate Joseph Danielak's required Psychological Testing. Commissioner Phillips made a verbal Motion To Schedule a Special Board Meeting at 6:30 PM on March 16, 2017 to discuss the results of Police Officer Candidate Joseph Danielak's required psychological examination. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and that the Board shall conduct a Special Meeting on March 16, 2017 to consider the results of Police Officer Candidate Joseph Danielak's required Psychological Examination.

J. Police - Sergeant Smaha certificate signed by Commission.

The Board members then signed the Certificate of Appointment which promoted Officer Daniel Smaha to the rank of Sergeant.

K. Police - Discuss entry level testing advertising.

The Board then discussed where to advertise the availability of testing dates. In the past the Board paid \$479 to advertise for one week in the *Northwest Herald*, one month on Monster.com and one month in *Chicago Jobs*. The Board also paid \$479.00 to advertise in the *Rockford Register-Star*. Lastly the Board advertised online on the City's website, the City's Facebook page, BlueLine.com and on the C.O.P.S. and F.I.R.E. Personnel Evaluation, Inc. webpage. Commissioner Phillips made a verbal Motion To Advertise In The same Locations As Previously Utilized. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips	Aye
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Commissioner Hunter Aye
Chair Gonzalez Aye

Chair Gonzalez declared the Motion as Passed and that the Board shall advertise in the same locations as previously utilized.

L. Approval of CY 2016 Annual Report.

Since the Board's CY 2016 Annual Report was not finalized yet, Commissioner Phillips made a verbal Motion To Postpone Generally the Board's Proposed CY 2016 Annual Report. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips Aye
Commissioner Hunter Aye
Chair Gonzalez Aye

Chair Gonzalez declared the Motion as Passed and that the Board shall postpone its consideration of its CY 201.

M. FY 18 Budget Request.

Since the Board's FY 2017-2018 Budget Request was not finalized yet, Commissioner Phillips made a verbal Motion To Postpone Generally the Board's Proposed FY 2017-2018 Budget Request. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips Aye
Commissioner Hunter Aye
Chair Gonzalez Aye

Chair Gonzalez declared the Motion as Passed and that the Board shall postpone its consideration of its FY 2017-2018 Budget Request.

NEW BUSINESS:

A. Fire -- Pass or Fail next 4 entry level candidates.

(1) The Board first considered the Fire Fighter Candidate Michael D. Heuer who had not completed the required Background Investigations Process. Commissioner Phillips made a verbal Motion To Find That Fire Fighter Candidate Michael D. Heuer who had not completed the required Background Investigations Process and to remove his name from the current Fire Fighter Final Eligibility Register. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and that Fire Fighter Candidate Michael D. Heuer did not complete the required Background Investigation Process and to remove his name from the current Firefighter Final Eligibility Register.

(2) The Board first considered the Fire Fighter Candidate Robert M. Gill. Commissioner Phillips made a verbal Motion To Find That Fire Fighter Candidate Robert M. Gill had not successfully completed the required Background Investigations Process and to remove his name from the current Fire Fighter Final Eligibility Register. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and that Fire Fighter Candidate Robert M. Gill had not successfully complete the required Background Investigation Process and that his name would be removed from the current Firefighter Final Eligibility Register.

(3) The Board first considered the Fire Fighter Candidate Marco Montaini. Commissioner Hunter made a verbal Motion To Find That Fire Fighter Candidate Marco Montaini had successfully completed the required Background Investigations Process and to ask him to submit to a Polygraph Examination at Board expense. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and that Fire Fighter Candidate Marco Montaini had successfully completed the required Background Investigation Process and to ask him to submit to a Polygraph Examination at Board expense.

(4) The Board first considered the Fire Fighter Candidate Daniel K. Ayala. Commissioner Hunter made a verbal Motion To Find That Fire Fighter Candidate Daniel K. Ayala had successfully completed the required Background Investigations Process and to ask him to submit to a Polygraph Examination at Board expense. Chair Gonzalez verbally seconded this Motion. A Roll Call Vote was then held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and that Fire Fighter Candidate Daniel K. Ayala had successfully completed the required Background Investigation Process and to ask him to submit to a Polygraph Examination at Board expense.

B. Fire – Approve polygraph for passing candidates.

See the immediately above A. for approved Motions as to Fire Fighter candidates Marco Montaini and Daniel K. Ayala.

C. Fire – Approve next 5 entry level candidates for Background Interviews.

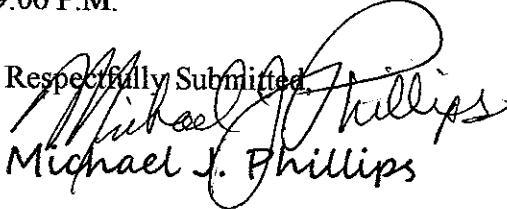
Commissioner Phillips made a verbal Motion To Authorize the Police Department to conduct Background Investigations of the next 5 highest ranked candidates on the current Fire Fighter Final Eligibility Register. Commissioner Hunter seconded the Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye
Chair Gonzalez	Aye

Chair Gonzalez declared the Motion as Passed and that the Police Department is hereby authorized to conduct Background Investigations of the next 5 highest ranked candidates on the current Fire Fighter Final Eligibility Register.

ADJOURNMENT:

Commissioner Hunter made a verbal Motion To Adjourn. Chair Gonzalez verbally 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 9:06 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 July 19, 2017.