

**MINUTES OF THE REGULAR QUARTERLY MEETING OF THE  
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON APRIL 15, 2020 IN THE CITY COUNCIL CHAMBERS  
OF THE BELVIDERE CITY HALL**

**CALL TO ORDER:** Commissioner Hunter called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:30 PM.

**ROLL CALL:** All Commissioners were personally and physically present in the meeting room. Commissioner Phillips arrived at approximately 6:12 PM. No Commissioner attended by electronic or remote methods.

**PUBLIC COMMENT:** There was no Public Comment presented.

**APPROVING OF THE MINUTES:** No proposed Minutes of prior Meetings of the Board were distributed. By consensus, the Board decided to Postpone Consideration of these proposed Minutes until the next Board Meeting.

**COMMUNICATIONS:**

A. *Bills Payable.*

An Invoice for \$ 160.00 from C.O.P.S. & F.I.R.E. Personnel Testing was presented for its Testing/Examination of Fire Officer Candidate Robert J. Gunsteen. Commissioner Gonzalez made a verbal Motion To Pay this Invoice As Presented. Commissioner Hunter seconded this motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion had passed and the Invoice was approved for payment.

B. *Police Chief's Report.* As there were no Police Department items on tonight's Agenda, Police Chief Shane Woody was not present and did not submit a written report.

C. *Fire Chief Report.* Fire Chief Al Hyser presented a short verbal report as follows:

(1) Firefighter Mike Scarpetta retired after 26 years of service with the Fire Department;

(2) Probationary Firefighter Jay Hendricksen attended the Rockford Fire Academy and did very well on his training and tests, but he cannot complete Module B & C at this time as required by the current Collective Bargaining Agreement so Firefighter Hendricksen is currently doing administrative duties for the Department; and

(3) Thus, there currently is one vacancy in the Firefighter ranks.

**UNFINISHED BUSINESS:** NONE.

**NEW BUSINESS:**

(A) *Fire – Review background check of Firefighter Candidate Robert J Gunsteen.*

After some discussion, Commissioner Phillips made a verbal Motion That Firefighter Candidate Robert J. Gunsteen has successfully completed the Background Check portion of the Board's Hiring Process. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Chair Hunter	Aye

Chair Hunter declared the Motion as Passed and the Board finds that Firefighter Candidate Robert J. Gunsteen has successfully completed the Background Check portion of the Board's Hiring Process.

(B) *Fire – Review polygraph examination results of Firefighter Candidate Robert J Gunsteen.*

After some discussion, Commissioner Phillips made a verbal Motion That Firefighter Candidate Robert J. Gunsteen has successfully completed the Polygraph Examination portion of the Board's Hiring Process. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Chair Hunter	Aye

Chair Hunter declared the Motion as Passed and the Board finds that Firefighter Candidate Robert J. Gunsteen has successfully completed the Polygraph Examination portion of the Board's Hiring Process.

(C) *Fire – Conduct Oral Interview of Firefighter Candidate Robert J. Gunsteen.*

The Board then conducted an in-person oral interview of Firefighter Candidate Robert J. Gunsteen. Some discussion then ensued and Candidate Gunsteen voluntarily left the Meeting Room without any request to do so from the Board, Commissioner Phillips made a verbal Motion That Firefighter Candidate Robert J. Gunsteen has successfully completed the In-Person Interview portion of the Board's Hiring Process. Commissioner Gonzalez verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Chair Hunter	Aye

Chair Hunter declared the Motion as Passed and the Board finds that Firefighter Candidate Robert J. Gunsteen has successfully completed the In-Person Interview portion of the Board's Hiring Process.

(D) *Conditional offer of employment.*

After some discussion, Commissioner Gonzalez made a verbal Motion To Extend an Offer of Employment to Firefighter Candidate Robert J. Gunsteen, contingent upon Fire Candidate Gunsteen successfully passing the Psychological and Medical Examinations as required by the Board's Rules and Regulations. Commissioner Phillips verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye
Chair Hunter	Aye

Chair Hunter declared the Motion as Passed and Firefighter Candidate Robert J. Gunsteen is hereby extended an offer of employment as a probationary firefighter for the City of Belvidere, contingent upon Fire Candidate Gunsteen successfully passing both a Psychological Examination and a Medical Examination as is required by the Board's Rules and Regulations.

(E) Fire – Starting date for Fire Candidate Robert J. Gunsteen.

Because Candidate Gunsteen has not yet passed his Psychological and Medical Examinations as required by the Board's Rules and Regulations and the Board has NOT officially appointed Candidate Gunsteen as a Firefighter for the City of Belvidere, the Board took no action on any proposed starting date of employment for Firefighter Candidate Robert J. Gunsteen.

**OTHER BUSINESS:** NONE.

**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 7:44 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 April 1, 2020.

