

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON JULY 21, 2022 IN THE CITY COUNCIL CHAMBERS
OF THE BELVIDERE CITY HALL**

CALL TO ORDER: In the absence of Chair Hunter, Secretary Phillips called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:02 PM. By consensus, Commissioner Gonzalez acted as Chair *Pro Tempore* for this Meeting.

ROLL CALL: Commissioners Gonzalez and Phillips were personally and physically present in the meeting room. Chair Hunter was absent. No Commissioner attended by electronic or remote methods. Fire Chief Shawn Schadle and Police Chief Shane Woody were also personally present in person as was Deputy Police Chief Wallace, Deputy Police Chief Gardner and Detective Sergeant Smaha.

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: Secretary Phillips had previously distributed and the Board reviewed the proposed Minutes of each of the following Board Meetings: June 2, 2021, November 3, 2021, December 15, 2021, February 10, 2022, May 11, 2022, May 18, 2022 and July 6, 2022. Commissioner Phillips made a verbal Motion To Approve the Proposed Minutes As Presented of the Board's Meetings as listed above. Commissioner Gonzalez verbally seconded that Motion and a Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye

Chair *Pro Tempore* Gonzalez declared the Motion As Passed and each of the above-listed the Minutes are Approved.

COMMUNICATIONS:

A. *Bills Payable.* Personnel Evaluation, Inc. Invoice #44591 dated June 30 2022 in the amount of \$25.00 for administering a PEP Test to Police Officer Lateral Candidate Matthew Davis. Commissioner Phillips made a verbal Motion To Approve the Invoice As Presented. Commissioner Gonzalez verbally seconded that Motion and a Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Gonzalez	Aye

Chair *Pro Tempore* Gonzalez declared the Motion As Passed and the above-listed Invoice was Approved for Payment.

B. *Police Chief's Report.* Police Chief Shane Woody was present and he made the following verbal Report:

(1) The three Lateral Probationary Police Officers are performing well for the Police Department and are scheduled to complete their Probationary Period on August 6, 2022; then at the August 8, 2022 City Council Meeting they will receive their permanent police badges.

(2) Police Officer Ethan Berillo has resigned, effective as of August 4, 2022 which will be his last day of work for the Police Department; he has accepted a job with the Crystal Lake Police Department.

C. *Fire Chief Report.* Fire Chief Shawn Schadle was present and he made the following verbal Report:

(1) Probationary Firefighter Cory Mitchell is working well under the supervision of Fire Captain Burdick, has just finished approximately 3 months of training with the Fire Department as of July 21, 2022 and is now engaged in the Ride Time and Clinicals portion of the required Paramedic Training.

(2) Cory Mitchell passed the Classroom Training portion of the Paramedic and graduated from that Classroom portion on July 21, 2022. Cory has been successfully completing the Job Performance Requirements for the Paramedic Training.

UNFINISHED BUSINESS: NONE.

NEW BUSINESS:

- (A) *Annual Election of Officers*
- (B) *Approval of FY 2022-2023 Schedule of Annual Meetings*
- (C) *Approval of CY 2021 Annual Report*

Commissioner Phillips made a verbal Motion To Postpone Until The Board's next Meeting the Board's Consideration of Agenda Items (A), (B) and (C) because of the absence of Chair Hunter at tonight's Special Board Meeting. Commissioner Gonzalez verbally seconded that Motion. After a voice vote was held, Chair *Pro Tempore* Gonzalez declared that this Motion has passed and that the three Agenda Items (a), (B) and (C) are hereby postponed until the next Board Meeting.

- (D) *Police – Review of Polygraph Examination Results for Lateral Candidate Matthew Davis.*

The Board then reviewed the written report of the Polygraph Examination as administered to Lateral Police Officer Candidate Matthew Davis. Commissioner Phillips made a verbal Motion To Find that Lateral Police Officer Candidate Matthew Davis has successfully completed the required Polygraph Examination and to invite him to appear before the Board for an in-person interview as required by the Board's Rules and Regulations. Commissioner Gonzalez verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips Aye
Commissioner Gonzalez Aye

Chair *Pro Tempore* Gonzalez declared the Motion As Passed and that Candidate Davis has passed the required Polygraph Examination and shall be scheduled for an in-person interview by the Board.

(E) *Police – Interview of Lateral Police Officer Candidate Matthew Davis.*

The Board then conducted an in-person interview of Lateral Candidate Matthew Davis. Commissioner Gonzalez made a verbal Motion To Find that Lateral Police Officer Candidate Matthew Davis has successfully completed the In-Person Interview before the Board as required by the Board's current Rules and Regulations. Commissioner Phillips verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips Aye
Commissioner Gonzalez Aye

Chair *Pro Tempore* Gonzalez declared the Motion As Passed and that Candidate Davis has passed the required In-Person Board Interview as required by the Board's Rules and Regulations.

(F) *Police – Approval of the Psychological and Medical Examinations for Lateral Applicant Matthew Davis.*

Commissioner Gonzalez made a verbal Motion To Extend a Conditional Offer of Employment as a Probationary Police Officer to the said Matthew Davis contingent upon his successful completion of the Medical and Psychological Examinations as required by the Board's Rules and Regulations. Commissioner Phillips verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips Aye
Commissioner Gonzalez Aye

Chair *Pro Tempore* Gonzalez declared the Motion As Passed and that a Conditional Offer of Employment is hereby extended to the said Matthew Davis contingent upon his successful completion of the Medical and Psychological Examinations as required by the Board's Rules and Regulations.

(G) *Police – Discuss Alternative Assessment For Lateral And Entry-Level Candidates.*

Police Chief Woody requested that because of the absence of Chair Hunter and the requirement that Commissioner Phillips had to leave this Meeting in order to care for his wife, that the Board postpone its consideration of this Agenda Item (G) until the next Board Meeting. Commissioner Phillips made a verbal Motion To Postpone Until The Board's next Meeting the Board's Consideration of Agenda Item (G). Commissioner Gonzalez verbally seconded that Motion. After a voice vote was held, Chair *Pro Tempore* Gonzalez declared that this Motion has passed and that the Agenda Item (G) is hereby postponed until the next Board Meeting.

(H) Fire – Discussion on Section 5.8 Physical Agility Test.

Fire Chief Schadle informed the Board that all references to the successful completion of a physical ability (or agility) test had been deleted from the Public Notice issued to potential Firefighter Candidates. That means that no Firefighter Candidate on the current Final Eligibility Register has produced proof of his or her ability to perform the essential functions of the position of Firefighter. The Board various options to respond to this omission. By consensus, the Board decided to seek the advice of its Board Counsel before the next Board Meeting. The Board took no action on this Agenda Item.

(I) Fire – Approval To Send The Next Top Five Candidates to Complete A Physical Ability Test (CPAT) in Accordance With Section 5.8-1 of the Rules and Regulations of the Board of Fire & Police Commissioners.

(J) Fire - Approval To Submit The Next Top Five Candidates to Complete A Background Investigation in Accordance With Section 5.8-1 of the Rules and Regulations of the Board of Fire & Police Commissioners.

Because the Board had not yet received the advice from the Board's Counsel, Commissioner Phillips made a verbal Motion To Postpone Until The Board's next Meeting the Board's Consideration of Agenda Items (I) and (J). Commissioner Gonzalez verbally seconded that Motion. After a voice vote was held, Chair *Pro Tempore* Gonzalez declared that this Motion has passed and that the Agenda Items (I) and (J) are hereby postponed until the next Board Meeting.

OTHER BUSINESS:

(A) Executive Session as authorized By Section 2(c)(21) of the Illinois Open Meetings Act [codified as 5 ILCS 120/2(c)(21), as amended] for the Discussion of Minutes of Meetings Lawfully Closed Under the Illinois Open Meetings Act whether for purposes of approval by the Board of the Minutes or the Semi-Annual Review of the Minutes as Mandated by Section 2.06 of the Illinois Open Meetings Act.

Because of the absence of Chair Hunter, the Board took no action on this Agenda Item.

[REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK]

ADJOURNMENT:

Commissioner Gonzalez made a verbal Motion To Adjourn. Commissioner Phillips verbally seconded this Motion. A voice vote was held and Chair *Pro Tempore* Gonzalez declared the Motion as Passed and the Meeting as adjourned. The Meeting adjourned at about 7:19 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 August 10, 2022.