

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON NOVEMBER 17, 2020 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 6:30 PM.

**ROLL CALL:** All Commissioners were personally and physically present in the meeting room. No Commissioner attended by electronic or remote methods.

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

**READING OF THE MINUTES:** The Board considered the proposed Minutes of the following Board Meetings: August 3, 2016; August 17, 2016, August 31, 2016; September 28, 2016; October 5, 2016; January 11, 2017; January 26, 2017; February 9, 2017; February 23, 2017; July 19, 2017 and March 21, 2018. Commissioner Gonzalez made a verbal Motion To Approve As Presented Each of the listed Minutes. Commissioner Hunter seconded this Motion. A Roll Call Vote ensued with the following results:

Commissioner Gonzalez	Aye
Commissioner Phillips	Aye
Chair Hunter	Aye

Chair Hunter declared the Motion had passed and each of the Minutes were was approved as presented.

**COMMUNICATIONS:**

A. *Bills Payable.*

An Invoice for \$ 956.25 from Holmstrom & Kennedy was presented for its Legal Services to the Board through October 21, 2020. Commissioner Gonzalez made a verbal Motion To Pay this Invoice As Presented. Commissioner Phillips verbally 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.* Police Chief Shane Woody made a short verbal report as follows:

(1)In March of 2021 Police Officer Kasperovich will complete his Probationary Period with the Belvidere Police Department;

- (2) Police Officer Anthony Jones is currently in Step II of the Department's Field Training Officer Program and is working with FTO Davenport after having passed FTO Step I;
- (3) Police Officer Jonathan Lerch is currently in the Orientation stage of the FTO Program and is working with FTO Kirk; and
- (4) Police Sergeant Staples is retiring effective on January 8, 2021.

C. *Fire Chief Report.* Fire Chief Al Hyser was present, but did not present a verbal Report:

**UNFINISHED BUSINESS:** NONE.

**NEW BUSINESS:**

- (A) *Fire - Approval of Resource Management Testing Service contract for Belvidere Fire Department's promotional testing.*

The Board reviewed the written proposed contract with Resource Management Associates, Inc. to conduct the Promotional Testing for the Fire Department. Board Counsel Holzwarth has reviewed and made one change to the proposed, and has approved the form of the proposed contract. The written examination and Orientation Meeting will be held on March 8, 2021 followed by the Assessment Center two weeks later. Commissioner Phillips made a verbal Motion To Approve as Presented the Proposed Contract for Promotional Testing with C.O.P.S. And F.I.R.E. Personnel Testing. Commissioner Gonzalez verbally 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 Agreement was approved for execution.

- (B) *Police - Discuss and act on psychological for promotional candidates.*

The Police Chief then requested that the Board approve the Psychological Testing of the there highest ranked Promotional Candidates in view of the vacancy in the Police Sergeant ranks caused by Sergeant Staples upcoming January 8, 2021 retirement. Commissioner Phillips made a verbal Motion To Authorize the Police Department to schedule Psychological Interviews of the three highest ranked Promotional Candidates. Commissioner Hunter verbally 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 Police Department is hereby authorized to schedule the Psychological Interviews of the top three Promotional Candidates.

(C) *Police - Discuss and act on promotional candidate Interviews.*

The Police Chief then requested the Board schedule a Special Meeting to conduct the in-person interviews of the three Promotional Candidates. Commissioner Phillips made a verbal Motion To Schedule A Special Board Meeting for 6:30 P.M. On Thursday, December 10, 2020 in the City Council Chambers to conduct In-Person Interviews of the Three Promotional Candidates. Commissioner Gonzalez verbally 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 Board will hold a Special Meeting on December 10, 2020 at 6:30 PM to conduct In-Person Interviews of the Three Promotional Candidates.

(D) *Police - Discuss and act on Cops and Fire for promotional testing.*

The Police Chief then requested that the Board authorize him to initiate conversations with C.O.P.S. And F.I.R.E. Personnel Testing to conduct the Promotional Testing Program for the Police Department. Commissioner Phillips made a verbal Motion To Authorize the Police Department to discuss with C.O.P.S. and F.I.R.E. Personal Testing to conduct the Promotional Testing for the Police Department provided that the Police Chief submit a written contract for the Board's review and approval. Commissioner Gonzalez verbally 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 Police Department can initiate conversations for the Police Promotional Testing Program with C.O.P.S. and F.I.R.E. Personal Testing and to provide the Board with a proposed contract for said Promotional Testing.

(E) *Police - Discuss and act on language for lateral transfers.*

The Board then considered the amendment to add Section 3.17 entitled "Police Officer Applicants - Lateral Entry Positions" to its Rules and Regulations. Previously, Board Counsel Holzwarth had advised the Board that such a "Lateral Entry Program" was specifically authorized by statute and was currently being used by municipal police departments similar to the City of Belvidere. Attorney Holzwarth had drafted and reviewed the wording of said Section 3.17. The Police Chief stated that such Lateral Hires provision was anticipated by and compliant with the current Collective Bargaining Agreement for the City's Police Officers. There was a discussion that the state statute and the Board's Rules and Regulations specifically require the Board to publish a Notice of Amendment Adoption in a newspaper of general circulation after the Board adopts the Amendment which then goes into effect ten (10) days after publication of the Notice.

(F) *Police - Continue process for rules and regulations for lateral transfers.*

Commissioner Phillips made a verbal Motion To Amend the Board's Rules and Regulations by adding thereto Section 3.17 entitled "Police Officer Applicants - Lateral Entry Positions". Commissioner Gonzalez verbally 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 Section 3.17 entitled "Police Officer Applicants - Lateral Entry Positions" to the Board's current Rules and Regulations.

Commissioner Phillips made a verbal Motion To Publish the Notice Of Amendment to the Board's Rules and Regulations by adding thereto Section 3.17 entitled "Police Officer Applicants - Lateral Entry Positions" in a newspaper of general circulation as required by state statute and by the Board's Rules and Regulations. Commissioner Gonzalez verbally 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 Board through Secretary Phillips shall meet with City Clerk to arrange for the publication of the Notice of Amendment to the Board's Rules and Regulations by adding Section 3.17 entitled "Police Officer Applicants - Lateral Entry Positions" to the Board's current Rules and Regulations.

(G) *Police - Discuss and if necessary, act on entry level testing.*

The Police Chief informed the Board that there were only two Candidates remaining on the entry level Final Eligibility Register and that Detective Sergeant Smaha was currently conducting background investigations on these two Police Candidates. The Police Department anticipates two vacancies in the next six months or so, one from Sgt. Staples retirement on January 8, 2021 and from a new position to be funded by a grant. Currently, C.O.P.S. And F.I.R.E. Personnel Testing has no available opportunities to conduct entry level testing program until sometime in February of 2021. The Police Chief stated that he would like to start on entry level testing soon. Commissioner Gonzalez made a verbal Motion To Authorize the Police Department to discuss with C.O.P.S. and F.I.R.E. Personal Testing to conduct the Entry Level Testing for the Police Department provided that the Police Chief submit a written contract for the Board's review and approval. Commissioner Phillips verbally 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 Police Department can initiate conversations for the Police Entry Level Testing Program with C.O.P.S. and F.I.R.E. Personal Testing and to provide the Board with a proposed contract for said Entry Level Testing.

**OTHER BUSINESS:** None considered.

**ADJOURNMENT:**

Commissioner Gonzalez made a verbal Motion To Adjourn. Commissioner Phillips 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 7:12 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.

