

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF FIRE & POLICE COMMISSIONERS  
AS HELD ON SEPTEMBER 26, 2023 AT 6:00 P.M.  
IN THE BELVIDERE CITY HALL**

**CALL TO ORDER:** 6:05 PM

**ROLL CALL:** Commissioners Michael J. Phillips and John Hunter appeared in person in the Meeting room. Carlos Villareal was absent. No Commissioner appeared through electronic means. Also present were the Fire Chief, the Police Chief and Deputy Police Chiefs Wallace and Smaha. There were no members of the public present.

**PUBLIC COMMENT:** None

**APPROVING OF THE MINUTES:** The Board considered the proposed Minutes from the Board's prior Meetings as held on June 29, 2023, July 19, 2023, July 31, 2023, August 31, 2023 and September 6, 2023. Commissioner Hunter made a verbal Motion To Approve As Presented the proposed Minutes of June 29, 2023, July 19, 2023, July 31, 2023, August 31, 2023 and September 6, 2023. Commissioner Phillips verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed and the proposed Minutes of June 29, 2023, July 19, 2023, July 31, 2023, August 31, 2023 and September 6, 2023 were thus approved.

**COMMUNICATIONS:**

*A. Bills Payable.*

(1) The Board first considered a Holmstrom & Kennedy Invoice #305992 in the amount of \$ 1,755.00 for legal services provided to the Board. Commissioner Phillips verbally made a Motion To Approve Said invoice As Presented. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the results as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Commissioner Hunter declared the Motion as Passed and the Invoice was approved for payment.

(2) The Board first considered a Performance Evaluation, Inc. Invoice #48744 in the amount of \$ 25.00 for the administration of PEP Tests to Police Officer Candidates. Commissioner Hunter verbally made a Motion To Approve Said invoice As Presented.

Commissioner Phillips verbally seconded that Motion. A Roll Call Vote was held with the results as follows:

Commissioner Hunter	Aye
Commissioner Phillips	Aye

Commissioner Hunter declared the Motion as Passed and the Invoice was approved for payment.

*B. Police Chief's Report.* The Police Chief made the following written report:

- 1) Probationary Police Officers Bendel, Ochoa and Venegas are in Step I of the Department's Field Training Officer Program and are doing well; and
- 2) Probationary Police Officers Hauser and Lara-Para are remain in training at the Sauk Valley Police Academy and are progressing satisfactorily.

*C. Fire Chief's Report.* The Fire Chief was present at this Meeting but did not present either a verbal or written report to the Board and relied on the Agenda items for his report.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

*A. Fire – Review of Reports of the Psychological and Medical Examinations for Firefighter Candidates.*

The Board then considered the written reports of the required Medical and Psychological Examinations administered to Firefighter Candidate Luis Herrera. Commissioner Phillips made a verbal Motion To Find that Firefighter candidate Luis Herrera had successfully completed the Medical and Psychological Examinations as required by the Board's Rules and Regulations. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 2 – 0 Roll Call Vote and that Firefighter Candidate Luis Herrera had successfully completed the required Medical and Psychological Examinations.

Commissioner Phillips made a verbal Motion To Appoint Luis Herrera as a Probationary Firefighter for the City of Belvidere effective upon being sworn in. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 2 – 0 Roll Call Vote and that Firefighter Candidate Luis Herrera is hereby appointed as a Probationary Firefighter for the City of Belvidere Police Department.

At that point with no more Fire Department items remaining on the Agenda, the Fire Chief left the Meeting Room.

*B. Police – Review of Report on Lateral Applicant Polygraph Examination.*

The Board then reviewed the written report of the Polygraph Examination as administered to Lateral Police Officer Applicant Matthew Gibson currently employed as a Police Officer by the Northern Illinois University Police Department. Commissioner Hunter made a verbal Motion To Find that Lateral Police Officer Applicant Matthew Gibson had successfully completed the Polygraph Examination 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 Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 2 – 0 Roll Call Vote and that Lateral Police Officer Applicant Matthew Gibson had successfully completed the required Polygraph Examination.

*C. Police – Fire and Police Commissioners Interview of Lateral Police Officer Candidate Matthew Gibson.*

The Board next conducted an in-person interview of Lateral Police Officer Applicant Matthew Gibson. Commissioner Phillips made a verbal Motion To Find that Lateral Police Officer Applicant Matthew Gibson had successfully completed the In-Person Board Interview step of the Hiring Process as required by the Board’s Rules and Regulations. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 2 – 0 Roll Call Vote and that Lateral Police Officer Applicant Matthew Gibson had successfully completed the required In-Person Board Interview step of the Hiring Process.

*D. Police – Conditional Offer of Employment As A Probationary Police Officer to Lateral Police Officer Candidate.*

Commissioner Phillips made a verbal Motion To Extend an Offer of Employment as a Probationary Police Officer for the City of Belvidere to Lateral Police Officer Candidate Matthew Gibson Contingent Upon His Successful Passage of the required Psychological and Medical Examinations. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 2 – 0 Roll Call Vote and thus a Conditional Offer of Employment as a Probationary Police Officer is hereby extended to Lateral Police Officer Candidate Matthew Gibson Contingent Upon His Successful Passage of the required Psychological and Medical Examinations.

*E. Police – Authorize Psychological and Medical Examinations for Lateral Police Officer Candidate.*

The Police Chief then verbally requested that the Board authorize the Police Department to schedule the required Medical and Psychological Examinations for Lateral Police Officer Candidate Matthew Gibson. Commissioner Phillips made a verbal Motion To Request that Lateral Police Officer Applicant Matthew Gibson submit to the Medical and Psychological Examinations as required by the Board’s Rules and Regulations and to authorize the Police Department to schedule both such Examinations for Mr. Gibson. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 2 – 0 Roll Call Vote and that Lateral Police Officer Applicant Matthew Gibson is hereby requested to submit to the required Medical and Psychological Examination as scheduled by the police Department on behalf of the Board.

**OTHER BUSINESS:**

The Police Chief requested that the Board schedule one Special Meeting on Tuesday through Thursday, October 10, 11 or 12, 2023 to consider the written reports of the Medical and Psychological Examinations as administered to Lateral Police Officer Candidate Matthew Gibson. Both Commissioners Hunter and Phillips indicated they were available on any of those three nights, but neither Commissioner knew Commissioner Villareal’s availability on those evenings. Commissioner Phillips made a verbal Motion To Authorize the Police Chief to consult with Commissioner Villareal and then to consult with the City Clerk’s Office to schedule a

Special Board Meeting at 6:00 o'clock P.M. on October 10, 11 or 12, 2023. Commissioner Hunter verbally seconded that Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Commissioner Hunter declared the Motion as Passed on a 2 – 0 Roll Call Vote and that the Police Chief is hereby authorized to schedule a Special Board Meeting on either October 10, 11 or 12, 2023.

**ADJOURNMENT:** Commissioner Phillips made a verbal Motion to Adjourn the Meeting. Commissioner Hunter verbally seconded the Motion. A Voice Vote was held and Commissioner Hunter declared the Motion To Adjourn as Passed. The Meeting was adjourned at 7:16 PM.

Respectfully Submitted,

/s/ Michael J. Phillips  
Michael J. Phillips, Secretary

Minutes Approved by the Board on October 10, 2023.