

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON FEBRUARY 7, 2018 IN THE CITY COUNCIL CHAMBERS
OF THE BELVIDERE CITY HALL**

CALL TO ORDER: Chair *Pro Tempore* Hunter called this Special Meeting of the Board of Fire and Police Commissioners to Order at 6:40 PM.

ROLL CALL: Commissioner Phillips and Commissioner Hunter were personally and physically present in the meeting room. Chair Gonzalez was absent. In the absence of the Chair, Commissioner Hunter acted as Chair *Pro Tempore*. No Commissioner attended by electronic or remote methods. Also present was Fire Chief Al Hyser, Police Chief Jan Noble, Deputy Police Chiefs Shane Woody and Matthew Wallace. Board Counsel Roberta Holzwarth was also present. No members of the public were present.

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: No proposed Minutes were distributed, discussed or approved.

COMMUNICATIONS:

A. *Bills Payable.*

The Board reviewed the Invoice from COPS & FIRE Personnel Testing for the Psychological Examination of Police Officer Jorge F. Abonce, Jr. in the amount of \$450.00. Commissioner Phillips made a verbal Motion To Pay The Invoice As Submitted. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

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|-----------------------|-----|
| Commissioner Phillips | Aye |
| Commissioner Hunter | Aye |

Chair *Pro Tempore* Hunter declared the Motion as Passed and the Invoice approved for payment.

B. *Police Chief's Report.*

Police Chief Jan Noble reported that his resignation as Police Chief Noble will create a vacancy in the ranks of Sergeant when one is promoted to fill the vacancy created by the ascension of Deputy Police Chief Shane Woody to be the new Police Chief. And the promotion of such Sergeant thus creates a vacancy in the ranks of Police Officer.

Deputy Police Chief Shane Woody reported as follows:

- 1) Probationary police Officer Danielak is in Step V of the Field Training Officer ("FTO") Program and is progressing acceptably; and
- 2) Probationary Police Officer Mears is in Step II of the FTO Program and is progressing acceptably.

C. *Fire Chief's Report.*

Fire Chief Hyser reported that Probationary Firefighters Stephen Meade and Todd Winnie are both doing quite well. In April of 2018 Firefighter Meade will reach his first anniversary as a Firefighter and thus complete his period of probation.

UNFINISHED BUSINESS: NONE.

NEW BUSINESS:

A. *Fire — Lt Wilcox — Promotional Testing Process.*

Lt. Wilcox requested that he be allowed to maintain his seniority points while foregoing the remainder of the promotional testing examinations for the rank of Fire Captain (i.e., Assessment Center, Chief's Points, Board Interview and written test). Board Counsel advised that although the Board's Rules and the state statute does not expressly state that an applicant must complete all portions of the Promotional Testing process. Failing to participate in all of the portions of the Promotional Testing process is not in accord with the intent of the statute and Board Rules which require competitive examinations. Commissioner Phillips made a verbal Motion To Not Allow any Fire Department Promotional Applicant to rely solely on his Seniority Points and to not complete the other portions of the testing process. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

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| Commissioner Phillips | Aye |
| Commissioner Hunter | Aye |

Chair *Pro Tempore* Hunter declared the Motion as Passed and Fire Lieutenant Wilcox's request is hereby denied.

B. *Fire — FO-I and FO-II prerequisites for department promotions to Lieutenant and Captain.*

Fire Chief requested that the Board consider amending its Rules to require candidates for promotion to the ranks of either Fire Lieutenant or Fire Captain to hold Fire Officer I or Fire Officer II Certificates. After discussion with the Board's counsel and the need for the Fire Chief to leave the Meeting, Commissioner Phillips made a verbal Motion To Postpone Further Consideration of this Proposal to the Board's April 2018 Regular Quarterly Meeting. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

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| Commissioner Phillips | Aye |
| Commissioner Hunter | Aye |

Chair *Pro Tempore* Hunter declared the Motion as Passed and the Proposal will appear non the Agenda of the Board's Regular Quarterly Meeting in April of 2018.

C. *Police — Review promotional candidate's psychological reports.*

The Board then reviewed the written psychological reports of the three highest rated candidates for the position of Police Sergeant.

D. *Police — Promotional interviews for next three candidates on promotional list.*

The Board then conducted oral interviews of the three highest rated candidates for the position of Police Sergeant: Shane Polnow, Todd Moore and Michelle Wilgus.

E. *Police — Make sergeant promotion selection.*

The Board then discussed the qualifications of the three candidates for promotion to poice Sergeant just interviewed by the Board. After such discussion, Commissioner Phillips made a verbal Motion To Promote Shane Polnow to the rank of Police Sergeant. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

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| Commissioner Phillips | Aye |
| Commissioner Hunter | Aye |

Chair *Pro Tempore* Hunter declared the Motion as Passed and Police Officer Shane Polnow is hereby appointed to the rank of Police Sergeant.

F. *Police — Psychological and medical review for entry level candidate.*

The Board then reviewed the written reports of the medical and psychological examinations of Police Officer Candidate Jorge F. Abonce, Jr. After such review, Commissioner Phillips made a verbal Motion To Find that Police Officer Candidate Jorge F. Abonce, Jr. had successfully completed the medical and psychological examinations as required by the Board's Rules and Regulations. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

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| Commissioner Phillips | Aye |
| Commissioner Hunter | Aye |

Chair *Pro Tempore* Hunter declared the Motion as Passed and Police Officer Candidate Jorge F. Abonce, Jr. has successfully completed the required medical and psychological examinations.

G. *Police — Offer of employment for entry level candidate.*

Commissioner Phillips made a verbal Motion To Appoint Police Officer Candidate Jorge F. Abonce, Jr. as a Probationary Police Officer for the City of Belvidere. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

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|-----------------------|-----|
| Commissioner Phillips | Aye |
| Commissioner Hunter | Aye |

Chair *Pro Tempore* Hunter declared the Motion as Passed and Jorge F. Abonce, Jr. is hereby appointed as a Probationary Police Officer for the City of Belvidere.

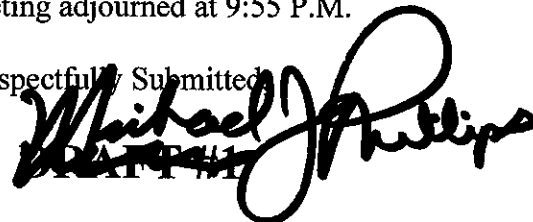
H. *Police — Sign certificate of appointment for entry level candidate.*

In the absence of the Board President, the Board took no action on this item.

ADJOURNMENT:

Commissioner Hunter made a verbal Motion To Adjourn. Commissioner Phillips verbally seconded this Motion. A voice vote was held and Chair *Pro Tempore* Hunter declared the Motion as Passed and the meeting was adjourned. The Meeting adjourned at 9:55 P.M.

Respectfully Submitted

A handwritten signature in black ink that reads "Michael J. Phillips". The signature is written in a cursive style and is positioned over the typed name and title.

Michael J. Phillips
Secretary of the Board of Fire and
Police Commissioners

APPROVED by Vote of the Board of Fire and Police Commissioners on March 21, 2018.