

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON FEBRUARY 28, 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 because of confusion as to whether there was a Board Meeting scheduled for tonight. 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 Shane Woody, Deputy Police Chief 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:** The Board Secretary distributed the proposed Minutes of the Board's Regular Quarterly Meeting as held on October 18, 2017. Because of the absence of the Board Chair, by consensus the Board postponed consideration of these proposed Minutes until its next Meeting. No other proposed Minutes were distributed, discussed or approved.

**COMMUNICATIONS:**

A. *Bills Payable.*

The Board reviewed the following Invoices:

(1) from Swedish-American Medical Group for the Medical Examination of Police Officer Candidate Jorge F. Abonce, Jr. in the amount of \$372.40; and

(2) from Holmstrom & Kennedy for Legal Services provided to the Board in the amount of \$1,597.50; and

(3) from COPS & FIRE Personnel Testing for conducting the written examinations and Assessment Center for the nineteen promotional candidates for the rank of Police Sergeant in the amount of \$9,960.00; and

(4) from COPS & FIRE Personnel Testing for conducting the psychological examinations of the nineteen promotional candidates for the rank of Police Sergeant in the amount of \$2,550.00.

Commissioner Phillips made a verbal Motion To Pay The Four Invoices As Submitted. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

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

*B. Police Chief's Report.*

Police Chief Shane Woody reported as follows:

(1) Former Police Chief Jan Noble left today for Springfield and sent his sincere thanks to the Board for its assistance and cooperation and

(2) Probationary Police Officer Danielak is in Step V of the Field Training Officer ("FTO") Program and on March 27, 2018 will complete his one-year period of probation; and

(3) Probationary Police Officer Mears is in Step III of the FTO Program and is being guided by Sergeant McDermott; and

(4) Probationary Police Officer Abonce must complete his Physical Agility Test (State POWER Test) before he starts his Police Training Program.

*C. Fire Chief's Report.*

Fire Chief Hyser reported as follows:

(1) that Probationary Firefighters Stephen Meade and Todd Winnie are both doing quite well, and will complete their one-year periods of probation in late Mach 2018 and in June 2018, respectively; and

(2) The Fire Lieutenant and Fire Captain Promotional Lists will expire on April 22,2018; and

(3) Resources Management Associates will conduct the Assessment Center and the Tactical evaluations for the Promotional Candidates; and

(4) The Fire Chief has been meeting with the Board's Counsel and with City Attorney Mike Drella on the possible establishing of the requirement to be promoted that the applicant possess a Fire Officer I Certificate and a Fire Officer II Certificate. On the advice of the Board Counsel advised that the Board postpone this matter indefinitely while the legal review of this proposal continues. Commissioner Phillips made a verbal Motion To Postpone Indefinitely this Proposal. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair *Pro Tempore* Hunter declared the Motion as Passed and this Proposal is hereby postponed indefinitely.

**UNFINISHED BUSINESS: NONE.**

**NEW BUSINESS:**

A. *Establishing a new candidate list.*

The Fire Chief informed the Board that the Firefighter Original Hiring List expires on June 22, 2018 and the Board needs to start the process to produce a new original hire eligibility list. The two testing services being considered by the Fire Chief is COPS & FIRE Personnel Testing and Resources Management Associates. Commissioner Phillips made a verbal Motion To Authorize the Fire Chief to Begin the testing Process and to seek proposals / contracts from Testing services. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair *Pro Tempore* Hunter declared the Motion as Passed and the Fire Chief is hereby authorized to seek proposals or contracts from testing services.

B. *Police – Sign certificate of appointment for entry level candidate.*

Commissioners Phillips and Hunter signed he Certificate of Appointment as a Probationary Police Officer for Jorge F. Abonce, Jr. Board Chair Gonzalez will sign the Certificate at a later date because of his absence from tonight’s meeting.

C. *Police – Review written and oral board scores for promotional candidates.*

The Board then reviewed the scores from each portion of the promotional testing process for each candidate for promotion to the rank of Police Sergeant.

D. *Police – Certify initial list for promotional candidates.*

Commissioner Phillips made a verbal Motion To Certify the Initial Promotional Eligibility Register as presented by the Police Department. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips	Aye
Commissioner Hunter	Aye

Chair *Pro Tempore* Hunter declared the Motion as Passed and the Initial Promotional Eligibility Register is hereby approved for posting.

E. *Police – Motion for military points for promotional candidates.*

Commissioner Phillips made a verbal Motion To Authorize the Police Chief to Issue a Memorandum to the Candidates for Promotion to the Rank of Police Sergeant to submit their Military Preference Points. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips      Aye  
Commissioner Hunter      Aye

Chair *Pro Tempore* Hunter declared the Motion as Passed and the Police Chief is hereby authorized to seek the military preference points for the candidates for promotion to the rank of Police Sergeant. Board Counsel will email the correct wording of the Memo and the applicable forms to Deputy Police Chief Matthew Wallace.

F.      *Police – Discuss and take action on police notices.*

The Board then discussed possible amendments to its current Board Rules to specifically state that an applicant for hiring or for promotion must successfully complete each step of the testing process (see highlighted text on the handout and specifically on Pages 6, 7, 9, 17 and 22 of said handout). Because of the absence of the Board Chair and the wording on the Agenda, Commissioner Phillips made a verbal Motion To Postpone Consideration of this Proposal to the Board's next Board Meeting. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Commissioner Phillips      Aye  
Commissioner Hunter      Aye

Chair *Pro Tempore* Hunter declared the Motion as Passed and this matter will appear on the Agenda of the Board's next Meeting.

Commissioner Phillips made a verbal Motion To Approve the form of the Notice of Calendar Year 2017 Amendments to the Board Rules and the publication of said Notice in a local newspaper. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

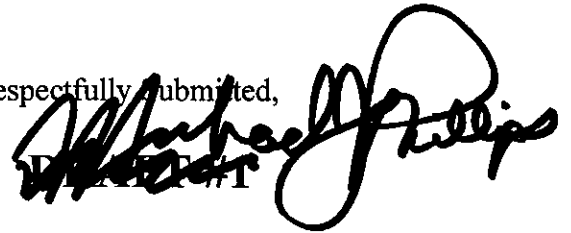
Commissioner Phillips      Aye  
Commissioner Hunter      Aye

Chair *Pro Tempore* Hunter declared the Motion as Passed and the said Notice shall be published in a City of Belvidere newspaper as legally required. Board Counsel will verify which local publications qualify as "newspapers" and so advise the Board at the Board's next Meeting.

**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 7:24 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael J. Phillips". The signature is written in a cursive style with a large, looping initial "M".

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.