

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF FIRE & POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON NOVEMBER 16, 2016 IN THE CITY COUNCIL CHAMBERS  
OF THE BELVIDERE CITY HALL**

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

**ROLL CALL:** Chair Gonzalez and Commissioner Hunter were personally and physically present in the meeting room. Commissioner Phillips was absent at the beginning but arrived at 6:42 P.M. No Commissioner attended by electronic or remote methods. No members of the public were present.

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

**READING OF THE MINUTES:** No Minutes were presented for consideration.

**COMMUNICATIONS:**

*A. Bills Payable.*

Chair Gonzalez presented an Invoice from NSCH in the amount of \$ 12.50 for the administration of review as to Police Officer Candidate Gunsteen. Commissioner Hunter made a verbal Motion To Pay this Invoice. Chair Gonzalez seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the submitted Invoice was approved for payment.

Chair Gonzalez presented an Invoice from Holstrom & Kennedy in the amount of \$493.70 for legal services provided to the Board. Commissioner Phillips made a verbal Motion To Pay this Invoice. Commissioner Hunter verbally seconded this Motion. A Roll Call Vote was held with the following results:

Chair Gonzalez	Aye
Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and the submitted Invoice was approved for payment.

*B. Police Chief's Report.*

Police Chief Jan Noble reported as follows:

1) Police Officer Lopez had successfully completed the period of Probation and that the Police Chief would issue a letter to that affect.

2) Probationary Police Officers Christopher Garcia and Joseph Callahan had successfully completed PTI in Champaign and were now in the Field Training Officer process. They are both doing exceptionally well in this PTO Program.

3) Probationary Police Officers Matthew Korn and Mark Weiland are scheduled to complete the Police Training Institute training program in Champaign on December 15, 2016.

4) Probationary Police Officer Cameron Worley will ~~complete~~<sup>start</sup> the Police Training Institute training program in Champaign on January 9, 2017. When that occurs the Police Department will again be at its authorized strength of 43 full-time Police Officers.

5) Probationary Police Officer Zachary ~~Wright~~<sup>Reese</sup> is now in Step V of the Field Training Officer Program. He is on the Night Shift with Sergeant Staples as his ~~EEB~~. Officer ~~Wright~~<sup>Reese</sup> is progressing well.

Supervisor. Reese

*C. Fire Chief's Report.*

Fire Chief Hyser reported as follows:

1) Probationary Firefighter Ron Herman has been on the job for eight months and is on B Shift; and

2) Probationary Firefighter Stephen Shoefflin has been working for one month and is on C Shift.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

*A. Police — Review and Discuss Polygraph and Oral Interview of Cameron Worley.*

The Board then reviewed the written report of the Polygraph Examination and the Oral Interview of Candidate Cameron Worley. Commissioner Phillips made a verbal Motion To Find That Candidate Worley had successfully completed the Polygraph Examination and Oral Interview steps of the Hiring process. Commissioner Hunter seconded this Motion. A Roll Call was held with the following results:

Chair Gonzalez	Aye
Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and that Candidate Worley has successfully passed both the Polygraph Examination and Oral Interview steps of the Hiring Process.

*B. Police — Upon successful completion of the Polygraph and Interview make a conditional offer of employment to Cameron Worley.*

Commissioner Phillips made a verbal Motion To Extend an Offer of Employment as a Probationary Police Officer to Candidate Worley conditioned upon his successful completion of the Medical and Psychological Examination steps of the Hiring Process. Commissioner Hunter seconded this Motion. A Roll Call was held with the following results:

Chair Gonzalez	Aye
Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and that a Conditional Offer of Employment is hereby extended to Candidate Worley.

*C. Police — Upon conditional offer of employment authorize entry level police candidate Worley to move on to the Psychological and Medical.*

By Consensus, the Board then requested the Police Department to scheduled Medical and Psychological Examinations of candidate Worley.

*D. Fire – Certificates of Appointment for Burdick, Harbison and Shoevlin.*

The Board then reviewed and signed the above Certificates of Appointment of the above three Firefighter Candidates. These Certificates were drafted by the Fire Chief.

*E. Fire – Review of Robert J. Gunsteen – second background check.*

The Board then reviewed the above document. Commissioner Phillips made a verbal Motion To Find that Candidate Gunsteen had successfully completed the Background Investigation required step of the Hiring Process. Commissioner Hunter verbally seconded this Motion. A Roll Call was held with the following results:

Chair Gonzalez	Aye
Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Failed.

Commissioner Hunter then made a verbal Motion To Find that Candidate Gunsteen did NOT successfully complete the Background Investigation required step of the Hiring Process and that Candidate Gunsteen's name be removed from the Final Eligibility Register. A Roll Call was held with the following results:

Chair Gonzalez	Aye
Commissioner Hunter	Aye
Commissioner Phillips	Aye

Chair Gonzalez declared the Motion as Passed and that Candidate Gunsteen's name shall be removed from the Final Eligibility Register.

**ADJOURNMENT:**

Commissioner Hunter made a verbal Motion To Adjourn. Chair Gonzalez seconded this Motion. A voice vote was held and Chair Gonzalez declared the Motion as Passed and the meeting was adjourned. The Meeting adjourned at 7:24 P.M.

Respectfully Submitted,



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

*APPROVED by Vote of the Board of Fire and Police Commissioners on January 26, 2017.*