

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE  
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON FEBRUARY 20, 2024, IN THE CITY COUNCIL  
CHAMBERS OF THE BELVIDERE CITY HALL**

**CALL TO ORDER:** Chair Hunter called this Special Meeting of the Board of Fire & Police Commissioners to Order at 6:00 P.M.

**ROLL CALL:** Commissioners Hunter, Villarreal and Rathburn were personally and physically present in the meeting room. Also present were Police Chief Woody, Deputy Chief Wallace, Detective Sergeant Smaha, SGT Ball and Fire Chief Schadle.

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

**READING OF THE MINUTES:** Previously, Secretary Rathburn distributed the proposed Minutes of the Board's Special Meeting as held on December 7, 2023. Commissioner Villarreal made a verbal Motion to Approve as Presented the proposed Minutes of the Board's December 7, 2023 Special Meeting. Commissioner Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn	Aye
Commissioner Villarreal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and the invoice was approved for payment.

**COMMUNICATIONS:**

A. *Bills Payable.*

1. Physicians Immediate Care, Invoice 14729121 for \$1,042.20. Commissioner Rathburn made a verbal Motion To Approve As Presented this invoice. Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and the invoice was approved for payment.

2. Physicians Immediate Care, Invoice 42272 for \$221.00. Commissioner Rathburn made a verbal Motion To Approve As Presented this invoice.

Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and the invoice was approved for payment.

3. Jimmy John's, \$35.77 for Promotional Test Instructors. . Commissioner Villareal made a verbal Motion To Approve As Presented this invoice. Commissioner Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and the invoice was approved for payment.

4. Personal Evaluation Incorporated, Invoice Number 5029113124, for \$75.00 for testing of three entry-level candidates. Commissioner Villareal made a verbal Motion To Approve As Presented this invoice. Commissioner Rathburn verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and the invoice was approved for payment.

B. *Police Chief's Report.* Police Chief Shane Woody made the following report:

1. FTO updates:
  - a. Recruits Larapar (sp?) and Bowser are in Step 3 and are progressing as expected at this level.
  - b. Probationary Officers Bendel, Venegas and Gibson are all in Step 5, Solo Patrol, and have been assigned to a Shift. They will receive monthly evaluations until the end of their probation which is 18 months.

2. Discussion: Police Chief Woody gave a brief synopsis of the Probationary Steps and the responsibilities of the Probationary Officers. He also responded to a question from the Board about the use of GPS monitors in Police Vehicles, which The Police Department does not currently use.

C. *Fire Chief's Report.* Fire Chief Shawn Schadle made the following report:

1. Probationary Firefighters:
  - a. Luis Herrera, just past three months, is doing exceptionally well and has excellent patient assessment and firefighting rescue skills. He came to the Fire Department certified as a Paramedic
  - b. Jason Jankowski is around nine months and is doing excellent. He is a 12 year veteran of the Fire Service and has been fully certified and is an excellent medic.
  - c. Discussion:
    1. Fire Chief Schadle provided a brief overview of the Probationary Program for Firefighters.
    2. Fire Chief Schadle, responding to a question from the Board, related that the Fire Department is fully manned with three nine-person shifts.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

1. Fire-Approve Promotional Final List and Scores

Fire Chief Schadle presented a Proposed Promotional Final List and Scores and gave an overview of the Promotional Process for the Fire Department (Chapter 6 of Fire and Police Commission Rules). The overview included the awarding of Seniority Points (.042 points per year of completed service up to 10 points), the methods Chief Schadle used to determine and award Chief's Points (grading each Firefighter in 18 categories within the 5 Areas laid out in the Fire and Police Commission Rules), Tactical and Assessment Exercise Scores and Written Examination Scores. Chief's Points were discussed with each individual after assignment. The process of awarding the Chief's Points was generally well received.

It is from this list the Fire Department chooses its Acting Officers. The List is good for up to three years.

Commissioner Hunter made a verbal Motion To Approve As Presented the Promotional Final List and Scores. Commission Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and the List approved.

2. Police-Police Sergeant Ball presented the backgrounds summaries and PEP scores of three Entry Level Police Candidates: Anthony Tirado, Tyler Stansford and Victor Eduardo Gomez. The Board reviewed the reports and scores for each Candidate and discussed each Candidate individually and made the following Motions:

- a. Commissioner Villareal made a verbal Motion to Accept Anthony Tirado's Initial Background Investigation Report as it Reads. Commissioner Rathburn verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn   Aye  
Commissioner Villareal   Aye  
Commissioner Hunter      Aye

Chair Hunter declared the Motion as Passed and Accepted Anthony Tirado's Background Report as Passed.

- b. Commissioner Villareal made a verbal Motion to Accept Tyler Stansford's Initial Background Investigation Report as it Reads. Commissioner Rathburn verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn   Aye  
Commissioner Villareal   Aye  
Commissioner Hunter      Aye

Chair Hunter declared the Motion as Passed and Accepted Anthony Tirado's Background Report as Passed.

- c. Commissioner Villareal made a verbal Motion to Not Accept Victor Eduardo Gomez's Initial Background Investigation Report as it Reads. Commissioner Rathburn verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn   Aye  
Commissioner Villareal   Aye  
Commissioner Hunter      Aye

Chair Hunter declared the Motion as Passed and Victor Eduardo Gomez's Background Report was Not Accepted as Passed.

3. Police-Police Chief Woody requested Permission from the Board to send Entry Level Candidates Anthony Tirado and Tyler Stansford for Polygraph Examinations.

a. Commissioner Villareal made a verbal Motion to Approve Sending Entry Level Candidates Anthony Tirado and Tyler Stansford for Polygraph Examination. Commissioner Rathburn verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn Aye  
Commissioner Villareal Aye  
Commissioner Hunter Aye

Chair Hunter declared the Motion as Passed and Approval granted for Polygraph Examinations.


b. A meeting was scheduled for March 12, 2024 to review the results of the Polygraph Examinations

**OTHER BUSINESS:** None

**ADJOURNMENT:**

Commissioner Rathburn made a verbal Motion to Adjourn. Commissioner Villareal 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 6:43 P.M.

Respectfully Submitted,



Timothy A. Rathburn

*Approved by Vote of the Board of Fire and Police Commissioners on 3/12/2024.*