

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON MARCH 12, 2024, IN THE CITY TRAINING ROOM OF
BELVIDERE FIRE STATION NUMBER 1**

CALL TO ORDER: Chair Hunter called this Special Meeting of the Board of Fire & Police Commissioners to Order at 6:02 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 electronically distributed the proposed Minutes of the Board's Special Meeting as held on February 20, 2024. Commissioner Villarreal made a verbal Motion to Approve as Presented the proposed Minutes of the Board's February 20, 2024 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 minutes were approved.

COMMUNICATIONS:

A. *Bills Payable.*

1. Cops & Fire, Invoice 108865 for \$3,900.00. Commissioner Hunter 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 Villarreal	Aye
Commissioner Hunter	Aye

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

2. Cops & Fire, Invoice 108870 for \$350.00. Commissioner Villarreal 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.

3. Cops & Fire, Invoice 108849, \$975. 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. Resource Management Associates of Tinley Park, Invoice Number 20410, \$11,407.58, for the Captain and Lieutenant Candidate exams for the Fire Department. 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.

5. HolmstromKennedy, Invoice Number 27968-000, \$1,867.50, for legal services. 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 regarding FTO updates:
1. Recruits Larapar (sp?) and Bowser are still in Step 3 and are progressing as expected.
 2. Probationary Officers Bendel, Venegas and Gibson are all still in Step 5 and progressing as expected.
- C. *Fire Chief's Report.* Fire Chief Shawn Schadle had nothing new to report.

UNFINISHED BUSINESS: None

NEW BUSINESS:

- A. Fire—Authorize Agreement with eligibility test vendor: Fire Chief Schadle presented a Proposed Agreement with National Testing Network for applicant testing and screening interviews at an annual cost of \$1,750.00. All testing would be proctored online and can be done remotely. All interviews would be done online and could use pre-recorded custom questions. Interviews would then be reviewed by Fire Chief Schadle and a panel of Firefighters from the force.

Commissioner Rathburn made a verbal Motion To Approve As Presented the Agreement with eligibility vendor. 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 agreement approved.

- B. Fire—Amend rules Section 5.10 to include pre-screening interview subject to attorney approval. Commissioner Villareal made a verbal Motion to approve the amending of Rules Section 5.10 pending attorney approval. 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 rules Section 5.10 be changed pending attorney approval.

- C. Police-Police Chief Woody presented the Promotional Test Scores to the Board for certification. Commissioner Hunter made a verbal Motion to Certify the Promtional Test Scores and Establish an Initial Promotional Register.

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 Approval was granted to Certify the Promotional Test Scores and List.

- D. Police-Approve sending a dated initial Promotional Register to the Promotional Candidates and Solicit Police-Preference and/or Service points within ten days after the date of Initial Eligibility Register. Commissioner Hunter made a verbal Motion to send the Promotional Register. 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 Approval was granted to Send the Promotional Register.

- E. Police-Approve Original Appointment Register polygraphs. The board was presented with the Original Appointment Polygraphs for both Applicant Tirado and Applicant Stansford. Commissioner Villareal made a verbal Motion to approve the polygraphs. 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 was for both polygraphs.

- F. Police-Conduct Original Appointment Interviews. In-depth interviews were conducted with Applicants Anthony Tirado and Tyler Stansford with the following motions made at the conclusion of the interviews.

1. Commissioner Villareal made a verbal Motion to declare that Anthony Tirado passed his Original Appointment Interview. This Motion did not proceed forward as there was no Second.

2. Commissioner Hunter made a verbal Motion to declare that Anthony Tirado failed his Original Appointment Interview. 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.

3. Commissioner Rathburn made a verbal Motion to declare that Tyler Stansford passed his Original Appointment Interview. 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.

- G. Police-Present Conditional Offer of Appointment pending successful passing of psychological and medical examinations. Commissioner Villareal made a Verbal Motion to offer an Appointment pending successful passing of psychological and medical examinations to Applicant Tyler Stansford. 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.

- H. Police-Approve Original Appointment Psychological and Medical Examinations. Commissioner Villareal made a verbal Motion to Approve the Original Appointment Psychological and Medical Examinations for Applicant Tyler Stansford. 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.

OTHER BUSINESS: None

ADJOURNMENT:

Commissioner Villareal made a verbal Motion to Adjourn. Commissioner Hunter 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 8:00 P.M.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Timothy A. Rathburn', written in a cursive style.

Timothy A. Rathburn

Approved by Vote of the Board of Fire and Police Commissioners on 28 MARCH 2024