

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE  
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON MARCH 28, 2024, 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 6:02 P.M.

**ROLL CALL:** Commissioners Hunter, Villarreal and Rathburn were personally and physically present in the meeting room. Also present were Deputy Chief Wallace, Detective Sergeant Smaha, and Fire Capt. Letourneau.

**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 March 12, 2024. Commissioner Villarreal made a verbal Motion to Approve as Presented the proposed Minutes of the Board's March 12, 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. HolmstromKennedy, Invoice 307182 for \$585.00.00 for Attorney Services. 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. Cops & Fire, Invoice 108931 for \$500.00 for Candidate Testing. 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.* Nothing New To Report.
- C. *Fire Chief's Report.* Nothing New To Report.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Fire—Approve new rules in Chapter 5 – Fire Department Original Appointment Examinations. Commissioner Rathburn made a verbal Motion to Approve as Presented the new rules for Chapter 5. Commission 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 new rules approved.

- B. Police —Approve Entry Level Candidate Psychological. After review of the report, Commissioner Villareal made a verbal Motion to approve the psychological for 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 and the report approved.

- C. Police-Approve Entry Level Candidate Medical. After review of the report, Commissioner Villareal made a verbal Motion to Approve the medical for 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 and the report approved.

D. Police-Appointment of Entry Level Candidate as Probationary Police Officer with the City of Belvidere. Commissioner Hunter made a verbal Motion Appoint Tyler Stansford as a Probationary Police Officer with the City of Belvidere. 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 appoint Tyler Stansford as a Probationary Police Officer with the City of Belvidere.

E. Police-Approve Contract for C.O.P.S. & F.I.R.E. for personnel testing services. C.O.P.S. & F.I.R.E. has instituted cancelation/no-show fees of \$350 for psychological examinations and \$125 for polygraph examinations. The acceptance of the fees is required to continue using C.O.P.S. & F.I.R.E. for personnel testing. After some discussion, Commissioner Villareal made a verbal Motion to approve the contract. 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

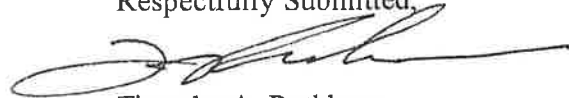
Chair Hunter declared the Motion as Passed and Approval for the contract with C.O.P.S. & F.I.R.E. pending legal review.

**OTHER BUSINESS:** Police-Deputy Chief Wallace presented the Board the Eligibility List for Promotion (approved on March 12, 2024) with promotional preference points. The list was signed by the Chairman and the Secretary.

**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

**MAY 09 2024**

*Approved by Vote of the Board of Fire and Police Commissioners on \_\_\_\_\_*