

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE  
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD ON MAY 30, 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 and Villareal were personally and physically present in the meeting room. Also present was Police Chief Woody, Deputy Chief Wallace, SGT Ball, Fire Chief Schadle. Commissioner Rathburn was unable to attend.

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

**READING OF THE MINUTES:** The approval of the Board's previous minutes was postponed to a later date.

**COMMUNICATIONS:**

A. *Bills Payable.*

1. Illinois Association of Chiefs of Police, Invoice 14854, \$240.00 for testing. 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 Villareal	Aye
Commissioner Hunter	Aye

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

2. Illinois Association of Chiefs of Police, Invoice 15358, \$232.00 for post study examination model. Commissioner Hunter 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 Villareal	Aye
Commissioner Hunter	Aye

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

3. Cops and Fire Personnel Testing, Invoice Number 109080, \$1,800.00, for Promotional Psychological Exams for Sergeant ico Richard Zapf and K.C. King. Commissioner Hunter 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 Villareal	Aye
Commissioner Hunter	Aye

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

*B. Police Chief's Report.*

1. Probationary Officer Tyler Stansford is at Sauk Valley. They're in week four. He's progressing as expected.
2. Ashley Hauser is still in step four at the FTO program progressing every day.

*C. Fire Chief's Report.*

1. Firefighter Herrera resigned from Belvidere Fire Department on May 10th and took a position with the Crystal Lake Fire Department. He was a probationary Firefighter.
2. Firefighter Jason Jankowski is no longer on probationary status. He completed his year satisfactorily and was recommended by his officers that he is off probation and the rank of firefighter now.
3. Department is halfway through revamped testing process. As of this date there are:
  - a. 37 applications
  - b. 8 tests taken
  - c. 7 interviews done.
  - d. The application part is much easier, and applicants must log in and take the test and for which there is a \$65 application fee paid by the applicant.
  - e. Once the test is taken, the applicant is invited to participate in an online interview which is recorded.
  - f. Interviews will be reviewed and rated by Chief Schadle, Captain Dave Burdick and Firefighter Matt Loudenbeck.
  - g. To be on the final list, the process, including interview, must be completed by the 30<sup>th</sup> of June.

*D. Police Chief Supplemental.* Deputy Chief will be retiring on June 21st of this year. After 27 years of dedicated service with the Voter Police Department and 32 years of overall service in law enforcement. To take his place will be Sergeant David Byrd. He's currently our Administrative Sergeant and will be appointed to Deputy Chief on June 20th at City Hall at 10 AM.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Fire – Review Entry Level Background(s). There were two candidates left on the list. One, who was hired by McHenry, declined. The second candidate could not be contacted after trying three times. Fire Chief Schadle suggested removing both candidates from the list. Commissioner Hunter made a verbal Motion to remove both candidates from the list. Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Villareal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and the both candidates were removed from consideration.

- B. Fire – Review candidates remaining on current list. No other candidates were on the list.
- C. Police – Approve Promotional Psychological Reports. Reports were reviewed by the Board. No motion was made to approve.
- D. Police – Interview Promotional Candidates. Interviews were conducted by the Board and Belvidere Police Department Staff.
- E. Police – Promote Promotional Candidate to the rank of Sergeant. Commissioner Hunter made a verbal Motion to promote Officer Matthew Shook to the position of Sergeant in the Belvidere Police Department. Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Villareal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and Officer Shook was approved for promotion to occur on June 20, 2024.

- F. Police – Approve Entry Level Backgrounds. There were no Entry Level Backgrounds. Commissioner Villareal made a verbal Motion to remove this agenda item. Commissioner Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Villareal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and the item was removed from the agenda.

G. Police – Review Lateral Candidates Interview(s). After reviewing the interviews and other information about the candidate, Officer Jonathan M. DelRay of the Freeport Police Department, it was recommended that he should not proceed with the Lateral Application Process. Commissioner Hunter made a verbal Motion to remove this agenda item. Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

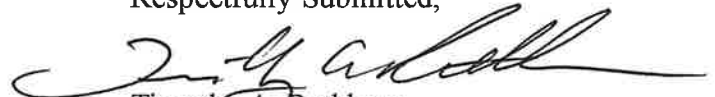
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and Office DelRay was removed from consideration for Lateral Transfer.

**ADJOURNMENT:**

Commissioner Hunter 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 9:10 P.M.

Respectfully Submitted,



Timothy A. Rathburn

*Approved by Vote of the Board of Fire and Police Commissioners on 16 JUL 2024.*