

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE
HELD ON DECEMBER 7, 2023, 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 6:02 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 and Fire Chief Schadle.

PUBLIC COMMENT: There was no Public Comment presented.

READING OF THE MINUTES: There were no minutes to be read.

COMMUNICATIONS:

A. *Bills Payable.*

1. Physicians Immediate Care, Invoice 42272 for \$1,913.20. Commissioner Villarreal made a verbal Motion To Approve As Presented this invoice. Commission Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Villarreal Aye
Commissioner Rathburn Aye
Commissioner Hunter Aye

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

2. Physicians Immediate Care, Invoice 1472921 for \$221.00. Commissioner Villarreal made a verbal Motion To Approve As Presented this invoice. Commission Hunter verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Villarreal Aye
Commissioner Rathburn 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. Upcoming testing dates:
 - i. Written 17 February 2024
 - ii. Assessment Center will be 26-28 February 2024
 2. As of December 11, 2023 there will be 6 personnel in the FTO program.
 3. As of November 6, 2023 there were 7 applicants which include two lateral transfers. Currently, however, Belvidere Police Department is up to strength but will assess needs based on possible upcoming retirements.
- C. *Fire Chief's Report.* Fire Chief Shawn Schadle made the following report:
1. The two Probationary Firefighters are both excellent fits within the department.
 2. Chief Schadle provided a list of the Seniority Points for all Promotional Candidates within the Department and provided an overview of the assignment of Chief's Points.

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Fire-Approve promotional testing dates.
 - a. Candidate Orientation - Jan 24, 2024
 - b. Assessment Center – Jan 30-31, 2024
 - c. Written Exams – Feb 7, 2024
 - d. Assessment Center Feedback Sessions, Feb 7, 2024
 - e. Commissioner Villarreal made a verbal Motion To Approve As Presented these dates. Commission Rathburn verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Villarreal Aye
 Commissioner Rathburn Aye
 Commissioner Hunter Aye

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

2. Fire-Approve the solicitation of bids for new candidate testing. Commissioner Villarreal made a verbal Motion To Approve As Presented the proposal. Commission Rathburn verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Villarreal Aye
 Commissioner Rathburn Aye
 Commissioner Hunter Aye

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

3. Police-Approve and sign contract for Cops and Fire Testing Service for Promotional Testing. Commissioner Rathburn made a verbal Motion To Approve As Presented the proposal. Commission Villarreal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Villarreal Aye
Commissioner Rathburn Aye
Commissioner Hunter Aye

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

4. Police-Approve Cops and Fire Promotional Testing Dates.
 - a. Written—Feb 17, 2024
 - b. Assessment Center—Feb 26-28, 2024
5. Commissioner Villarreal made a verbal Motion To Approve As Presented the testing dates. Commission Rathburn verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Villarreal Aye
Commissioner Rathburn Aye
Commissioner Hunter Aye

Chair Hunter declared the Motion as Passed and the testing dates were approved.

OTHER BUSINESS: None

ADJOURNMENT:

Commissioner Villarreal made a verbal Motion to Adjourn. Commissioner Rathburn 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 6:35 P.M.

Respectfully Submitted,

Timothy A Rathburn

Timothy A. Rathburn