

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE  
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD OF JULY 2, 2025, 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 5:00 P.M.

**ROLL CALL:** Commissioners Hunter, Rathburn and Villareal were personally and physically present in the meeting room. Also present was Chief Woody, Deputy Chief Smaha, Deputy Chief Bird and SGT Ball.

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

**READING OF THE MINUTES:** Secretary Rathburn distributed the proposed Minutes of the Board's Special Meetings as held on April 17<sup>th</sup> of 2025.

- A. Commissioner Hunter made a verbal Motion to Approve as Presented the proposed Minutes of the Board's April 17<sup>th</sup>, 2025 Special Meeting. 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 minutes were approved.

**COMMUNICATIONS:**

A. *Bills Payable.*

1. Physicians Immediate Care, Account 42272 dated 5 May 2025 for \$520 for Pre-employment Physical ICO Eric Hernandez. 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.

2. Braden Counseling Center, Invoice BPD2272025, dated 12 February 2025 for \$380.00, for post-offer screening ICO Austin Smaha. Commissioner Rathburn 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. Illinois Association of Chiefs of Police. Invoice 19615, dated 28 May 2025 for \$455.00 for written testing materials. 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. Braden Counseling Center, Invoice BPD4192025 dated 19 April 2025 for \$400.00, for pre-employment screening ICO Erik Hernandez. 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 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 Woody made the following report. Officer Alex Lee is currently in Step One and is progressing as expected in the program. Recruits Shook and Smaha are still in the Academy at Sauk Valley and will be graduating at the end of August.

- C. *Fire Chief's Report.* No Report.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Police—Authorize Cops and Fire Testing Contract. After reviewing the proposed contract and discussion with Police Chief Woody, Commissioner Hunter made a verbal Motion to approve the Police and Fire Testing Contract. 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 contract was approved.

- B. Police – Approve Lateral Applicant Prescreening Review ICO Joshua Marshall. After reviewing the prescreening package for Joshua Marshall and a discussion with Police Chief Woody and representatives of the Belvidere Police Department, Commissioner Villareal made a verbal Motion to Not Approve the Prescreening Review ICO Joshua Marshall. 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 Prescreening Review ICO Joshua Marshall was Not Approved for inclusion on Lateral Transfer List.

- C. Police – Establish Lateral Appointment Eligibility Register. No eligibility register was established as no applicant was approved for inclusion.

- D. Police – Approve Entry Level Backgrounds.

1. Applicants Dillon Melin and Jenna Poole requested they be passed over for selection at this time but to remain on the eligibility list. Commissioner Hunter made a verbal Motion to Pass Over these two applicants at this time but keep their names on the Eligibility List. 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 applicants Melin and Poole were passed over but will remain on the Eligibility List.

2. Police Chief Woody informed the Board that applicant Marley Wilkins failed the Physical Agility Test and Commissioner Hunter made a verbal Motion to remove Marly Wilkins from the Eligibility List. 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 applicants Marley Wilkins was removed from the Eligibility List.

3. Applicant Jarrett Jancek. After reviewing and discussing applicant's background information Commissioner Hunter made a verbal Motion to Approve Applicant Jarrett Jancek's background as Passed. 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 background ICO Jarrett Jancek was approved.

4. Applicant Samuel Green. After reviewing and discussing applicant's background information Commissioner Rathburn made a verbal Motion to Approve Applicant Samuel Green's background as passed. 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 background ICO Samuel Green was approved.

5. Applicant Tyler Esterle. After reviewing and discussing applicant's background information Commissioner Villareal made a verbal Motion to Approve Applicant Tyler Esterle's background as Passed. 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 background ICO Tyler Esterle was approved.

6. Applicant David Sanders. After reviewing and discussing applicant's background information Commissioner Villareal made a verbal Motion to Approve Applicant David Sanders' background as Passed. 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 background ICO David Sanders was approved.

7. Applicant Martin Guerrero-Indoval. After reviewing and discussing applicant's background information Commissioner Hunter made a verbal Motion that Applicant Martin Guerrero-Indoval Failed to Pass the required Entry Level Background. 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 background ICO Martin Guerrero-Indoval was Not Approved.

- E. Police – Authorize Entry Level Polygraphs. Commissioner Hunter made a verbal Motion to Approve Entry Level Polygraphs for all applicants who successfully passed the Entry Level Background Checks. 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 Entry Level Polygraphs were Approved for applicants Jansik, Green and Esterle.

- F. Discuss Amendment of Section 3.18 b) (iii) (aa) & (bb) Police Officer Applicants—Lateral Entry Positions. In presenting the Amendment, Police Chief Woody thought the paragraphs (aa), Preliminary Background Investigation, and (bb), Structured Interview, of Section 3.18 b) (iii) be

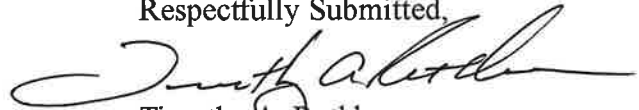
swapped in order as this would more accurately represent the process which the Belvidere Police Department had been following. Commissioner Hunter made a verbal Motion swap the order of paragraphs (aa) and (bb) in Section 3.18 b) (iii) and remove the word "Preliminary" from "Background Investigation". 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 Amendment will be forwarded to Legal Counsel for review.

**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 5:50 P.M.

Respectfully Submitted,



Timothy A. Rathburn

*Approved by Vote of the Board of Fire and Police Commissioners on* **JUL 17 2025**