

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE  
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD OF JULY 17, 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, SGT Ball and Fire Chief Schadle.

**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 July 2<sup>nd</sup> of 2025.

- A. Commissioner Hunter made a verbal Motion to Approve as Presented the proposed Minutes of the Board's July 2<sup>nd</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. HolmstromKennedyPC, invoice 310104 of July 8, 2025 for \$225.00 for legal services. 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.

2. PEI, Inc, invoice 55200 of June 30, 2025 for \$25.00 for PEP test ICO Jarrett Jancek. Commissioner Hunter made a verbal Motion to Approve as Presented this invoice. Commissioner Villreal 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. C.O.P.S. and F.I.R.E., invoice 1264 of April 7, 2025 for \$500.00 for Preemployment Psychological Exam ICO Alexander Lee. 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.

- B. *Police Chief's Report.* Police Chief Woody made the following report. Officer Alex Lee is currently in Step Two and is progressing as expected in the program. Recruits Shook and Smaha are still in the Academy at Sauk Valley and will be graduating on the 23<sup>rd</sup> of August.
- C. *Fire Chief's Report.* Probationary Firefighter Camden Johnson has completed his nine month assessment and has been doing extremely well. He shows proficiency in all areas when tested and no issues are expected for him to complete the task book and complete his probationary period.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Police – Review Entry Level Applicant Polygraphs. The following applicants' polygraph results were reviewed and discussed with the noted motions made.
1. Applicant Tyler Esterle. After review and discussion, Commissioner Villareal made a verbal Motion to Not Approve Applicant Tyler Esterle's polygraph as Passed. 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 Tyler Esterle's polygraph was Not Approved as Passed.



2. Applicant Jarrett Jancek. After review and discussion, Commissioner Rathburn made a verbal Motion to Approve Applicant Jarrett Jancek's polygraph 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 Jarrett Jancek's polygraph was Approved as Passed.

3. Samuel Green. After review and discussion, Commissioner Hunter made a verbal Motion to Approve Applicant Samuel Green's polygraph as Passed. 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 Samuel Green's polygraph was Approved as Passed.

4. David Sanders. After review and discussion, Commissioner Hunter made a verbal Motion to Approve Applicant David Sanders' polygraph 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 David Sanders' polygraph was Approved as Passed.

- B. Police – Interview of Entry Level Candidates. Interviews were conducted on the following Entry Level Applicants. After each interview there was discussion amongst the Board Members with the noted motions made.

1. Applicant Jarrett Jancek. After interview and discussion, Commissioner Hunter made a verbal Motion to Approve Applicant Jarrett Jancek's Interview as Passed. 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 interview of Jarrett Jancek was Approved as Passed.

2. Applicant Samuel Green. After interview and discussion, Commissioner Rathburn made a verbal Motion to Approve Applicant Samuel Green's Interview 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 interview of Samuel Green was Approved as Passed.

3. Applicant David Sanders. After interview and discussion, Commissioner Rathburn made a verbal Motion to Approve Applicant David Sanders' Interview 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 interview of David Sanders was Approved as Passed.

- C. Police – Conditional Offers of Employment to Entry Level Applicants. Commissioner Hunter made a verbal motion to make Conditional Offers of Employment to Entry Level Applicants Jarrett Jancek, Samuel Green and David Sanders. 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.

- D. Police – Authorize Psychological and Medical Testing of Entry Level Applicants. Commissioner Hunter made a verbal motion to authorize psychological and medical testing for Entry Level Applicants Jarrett Jancek, Samuel Green and David Sanders. 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 psychological and medical testing Authorized for Entry Level Applicants Jarrett Jancek, Samuel Green and David Sanders.

- E. Police – Amendment of Fire and Police Commission Rules and Regulations as it pertains to Section 3.18 b) (iii) (aa) & (bb), Police Officer Applicants – Lateral Entry Positions. Commissioner Hunter made a verbal Motion to adopt the amended changes to Section 3.18 b) (iii) (aa) & (bb), Police Officer Applicants – Lateral Entry Positions, of the Fire and Police Commission Rules and Regulations. 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 Rules and Regulations were amended pending required public notification.

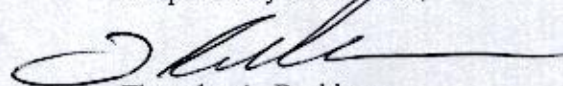
- F. Police – Approve Posting of Amended Rules and Regulations Stated in Agenda Item E. Commissioner Rathburn made a verbal Motion to post the approved changes as required. Commissioner Villareal verbally seconded this Motion. A Roll Call vote was held with the following results:

Commissioner Rathburn	Aye
Commissioner Villareal	Aye
Commissioner Hunter	Aye

Chair Hunter declared the Motion as Passed and posting of the changes was approved.

**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 7:08 P.M.

Respectfully Submitted,



Timothy A. Rathburn

Approved by Vote of the Board of Fire and Police Commissioners on **JUL 31 2025**