

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF FIRE  
& POLICE COMMISSIONERS OF THE CITY OF BELVIDERE  
HELD OF JULY 31, 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 were Deputy Chief Smaha, Deputy Chief Bird, 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 July 17<sup>th</sup> of 2025.

- A. Commissioner Hunter made a verbal Motion to Approve as Presented the proposed Minutes of the Board's July 17, 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. Trotsky Investigative Polygraph, invoice 2503 of July 20, 2025 for \$840.00 for polygraph testing of applicants Green, Sanders, Jancek and Esterle. Commissioner Hunter 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.

2. Braden Counseling Center, invoice BPD07282025 of July 28, 2025 for \$1,200.00 for post-offer screenings. 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.* Deputy Chief Smaha made the following report. Officer Alex Lee is currently in Step Two extension and is progressing in the program. Recruits Shook and Smaha are still in the Academy at Sauk Valley and will be graduating on the 21st of August.
- C. *Fire Chief's Report.* No Report.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- A. Police – Approve Entry Level Applicant Psychological and Medical Examinations. The following applicants' psychological and medical examination results were reviewed and discussed with the noted motions made.
1. Applicant Jarrett Jancek. After review and discussion, Commissioner Rathburn made a verbal Motion to Approve Applicant Jarrett Jancek's psychological and medical examinations 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 Jarrett Jancek's psychological and medical examinations were Approved as Passed.
  2. Samuel Green. After review and discussion, Commissioner Hunter made a verbal Motion to Not Approve Applicant Samuel Green's psychological and medical examinations 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 Samuel Green's psychological and medical examinations was Not Approved as Passed.

3. David Sanders. After review and discussion, Commissioner Hunter made a verbal Motion to Approve Applicant David Sanders' psychological and medical examinations 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' psychological and medical examinations was Approved as Passed.

- B. Police – Appoint Entry Level Applicants as Probationary Police Officers with the Belvidere Police Department. Commissioner Hunter made a verbal motion to make Appoint Entry Level Applicants Jarrett Jancek and David Sanders as Probationary Police Officers with the Belvidere Police Department. 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 Jarrett Jancek and David Sanders were Appointed as Probationary Police Officers with the Belvidere Police Department.

- C. Police – Review Lateral Applicant Background Information ICO Muhammad Rehman. After review and discussion, Commissioner Hunter made a verbal Motion to proceed with the Background Investigation ICO Muhammad Rehman. 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.

**OTHER BUSINESS:** A Special Meeting of the Board was planned for the 5<sup>th</sup> of August 2025 at 5:00 P.M.

**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 5:35 P.M.

Respectfully Submitted,



Timothy A. Rathburn

*Approved by Vote of the Board of Fire and Police Commissioners on* **AUG 05 2025**