



Civil Service Board Regular Meeting Minutes

October 3, 2023 at 4:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Present in Person: Chairman Steve Stutzer, Vice Chairman Stockton Reeves, Chief Examiner Mary Daniels, Board Members: Terry Hotard, Bill Segal, Tod Meadors- Fire Representative and Javier Rodriguez-Police Representative, Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Kathy Reed.

1. Call to Order

Chairman Stutzer advised that he would use the latest edition of the agenda that was posted on the City's Website during the meeting and, per the request of Chief Volkerson, the applicant interview would be the first item under Action Items.

2. Consent Agenda

- a. Approve the minutes of September 5, 2023

Motion was made by Mr. Meadors to approve the minutes from September 5, 2023; seconded by Mr. Hotard. Motion approved unanimously with a 7-0 vote.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

None

4. Action Items

- a. Officer off of Probation-Officer Rodricus Patton

Motion made by Mr. Hotard to approve the permanent status of Officer Patton; seconded by Mr. Rodriuguez. Motion approved unanimously with a 7-0 vote.

- b. Police Officer Applicant Interview

Lt. Kevin Roesner introduced Police Candidate Kenneth Brackin to board members. Mr. Brackin provided a brief background and responded to any questions from board members.

Motion made by Mr. Rodriguez to certify Police Officer Applicant Brackin; seconded by Segal. Motion approved unanimously with a 7-0 vote.

c. Approval of SOP 200-Uniform Patrol

Chairman Stutzer suggested that both SOP's be presented and approved together rather than individually.

Mr. Meadors asked for clarification in SOP 200-Uniform Patrol, Section F- *Members first to arrive on scene shall be in charge until relieved by a senior ranking officer, investigator, or supervisor.* Chief Volkerson and Deputy Chief Suepat clarified the reasoning as to why the senior ranking officer terminology was used and Deputy Chief Suepat continued with the presentation of both SOP's.

d. SOP 257 Missing Persons Procedures and Missing Persons Affidavit Packet

Mr. Segal asked as to the internal processing of when the department actually declares a person missing and if there are any triggers that would qualify the individual as missing or endangered, such as, suffering from a mental health crisis. Chief Volkerson stated that children and the elderly can be entered immediately into FCIC/NCIC and NaMus. Citizens who fall in the middle gap area who have debilitating issues or mental health crises will be entered immediately as well. All other cases will be investigated as circumstances dictate.

Motion made by Mr. Segal to approve SOP 200-Uniform Patrol and SOP 257 Missing Persons Procedures/ Affidavit Packet; seconded by Mr. Rodriguez. Motion approved unanimously with a 7-0 vote.

5. Non-Action Items

6. Staff Updates

a. Police Department

- 1 additional sworn position approved in the FY2024 Budget-assigned to the Traffic Division
- 1 additional Community Service Officer position approved in the FY2024 Budget-funded for half of the year beginning in March, 2024
- 4 current open positions

b. Fire Department

- 2 new positions were approved in the FY 2024 Budget along with 2 positions for

FY2025 and 2 positions for FY2026.

- Continuation of the remodeling of Station 61.
- Voice alert system in all 3 stations-automated voice type dispatch that will notify all stations simultaneously.
- Update to CAD dispatching system.
- The hiring process is in progress.
- Rescue 64 discussion-working on demand plan to have Rescue 64 working full time.

7. Board Comments

Mr. Meadors provided a brief synopsis of an issue he personally encountered while trying to return to work after being absent due to an illness. He explained to board members the use of personal time off, unexcused personal time off, the language now required on excuse notes to return to full duty and the impact that unexcused absences may have on annual evaluations, which may affect pay increases.

Mr. Meadors motioned that the Civil Service Board direct the Fire Chief to immediately begin work and work directly with the labor union to produce a written document that has clear and concise wording that is agreed upon by both parties to resolve this issue related to the sick time ambiguity. Furthermore, the draft document should be presented to the Civil Service Board at the November 7th meeting and a final document be presented to the Civil Service Board at the December 5th meeting.

A lengthy discussion followed and it was determined that board members would need clarification as to the proper procedures needed to address this issue.

Mr. Reeves asked Mr. Meadors if he would withdraw his motion until such time that board members receive clarification from the labor attorney as to what the proper procedure is in order to have a pathway to move forward.

Mr. Meadors withdrew his motion at this time.

Mr. Reeves made a motion to contact the labor attorney for their recommendation to see if we are the correct venue and if we are, what should be the course of direction.

A brief discussion was held and Mr. Reeves rescinded his motion until further discussions can be held.

8. Upcoming Agenda Items

9. Adjournment

ATTEST:

Approved by the board on
/s/ Board Secretary Kathy Reed