



Civil Service Board Regular Meeting Minutes

July 9, 2024 at 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Board Chair Dr. Phillips; Board Members: Steve Stutzer, Wayne Kalish, Javier Rodriguez and Tod Meadors. Also present: Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed

Absent

Terry Rooth

1. Call to Order

Dr. Phillips called the meeting to order at 5:00 p.m.

- a. Election of Vice-Chairman

Dr. Phillips stated that Vice Chair Terry Hotard has been appointed to serve on another city board, therefore the board would need to elect a new vice chair.

Motion made by Mr. Rodriguez to elect Mr. Stutzer as the new vice chair; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

2. Consent Agenda

- a. Approve the minutes of June 4, 2024

Motion made by Mr. Stutzer to approve the minutes from June 4, 2024; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 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-George Gonzalez

Motion made by Mr. Rodriguez to approve the permanent status of Officer Gonzalez; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

b. Off Duty Employment Request-Captain McComie

Motion made by Dr. Phillips to approve the off-duty employment request of Captain McComie to work as an instructor; seconded by Mr. Stutzer. Motion carried unanimously with a 5-0 vote.

c. Off Duty Employment Request-Sergeant Combas

Motion made by Dr. Phillips to approve the off duty request of Sergeant Combas to work as an instructor; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

d. Certification of the Engineer's Eligibility List-Fire Department

Motion made by Mr. Meadors to approve the certification of the Engineer's Eligibility List; seconded by Mr. Kalish. Motion carried unanimously with a 5-0 vote.

e. Fire Departments SOG's

- SOG 210 Firefighting Practices-Special Considerations for Garden Apartment Type Complexes
- SOG 212 Response to Buildings with Automatic Fire Alarm Systems
- SOG 213 Response to Buildings with System Connections
- SOG 318 Post Exposure Prophylaxis Administration

Chief Hagedorn introduced Division Chief Devlin to review SOG's with board members. Division Chief Devlin provided an overview of each SOG and along with Chief Hagedorn and Mr. Meadors answered any questions or concerns from board members. **Motion made by Mr. Meadors to approve all four SOG's listed above; seconded by Mr. Rodriguez. Motion carried unanimously with a 5-0 vote.**

5. Non-Action Items

None

6. Staff Updates

a. Police Department

- June 3rd- 1 officer began employment
- July 8th - 2 officers, 1 Community Service Officer and 1 cadet began employment
- 1 opening-currently interviewing candidates
- July 8th -Cops vs. Kids Dodgeball Game

b. Fire Department

- July 8- hiring process opened - 5 vacancies
- July 9 - Alfredo Escalera promoted to the rank of Engineer.
- July 22-24 - Promotional Process for EMS Captain

7. Board Comments

None

8. Upcoming Agenda Items

a. Relocation of Civil Service Meeting to the Public Safety Building

The board had initially decided to adjust the meeting time from 4:00 p.m. to 5:00 p.m. while keeping the meetings on the first Tuesday of the month. After consultations with the City Clerk and the liaison for the Planning and Zoning Board, it was concluded that this new time slot is not feasible.

The board also discussed the potential relocation of the monthly Civil Service Meeting to the Public Safety Building. It was determined that relocating the meeting to the Public Safety Building was not feasible due to the lack of onsite IT support and the insufficient quality of the audio and video equipment.

Mr. Meadors expressed that holding the meetings at the Public Safety Building could enhance participation from fire and police department members and improve parking for work-related vehicles.

After a brief discussion, it was determined that the meetings would continue to be held in the Commission Chambers. However, the meeting date and time will be changed to the second Tuesday of each month at 5:00 p.m., effective August 13, 2024.

Motion made by Dr. Phillips to continue to hold the meetings in Commission Chambers, but move to the second Tuesday of the month at 5:00 p.m.; seconded by Mr. Kalish. Motion carried with a 4-1 vote. Dr. Phillips voted yes, Mr. Kalish voted yes, Mr. Stutzer voted yes and Mr. Rodriguez voted yes. Mr. Meadors voted nay.

9. Adjournment

Meeting was adjourned at 5:33 p.m.

ATTEST:

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