



Civil Service Board Regular Meeting Minutes

August 13, 2024 at 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Board Chair Dr. Phillips; Vice Chairman Steve Stutzer; Board Members: Javier Rodriguez, Terry Rooth and Ansley Butts. Also present: Police Chief Tim Volkerson, Fire Chief Dan Hagedorn and Recording Secretary Kathy Reed.

Absent

Wayne Kalish

1. Call to Order

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

2. Consent Agenda

- a. Approve the minutes of July 9, 2024.

Motion made by Mr. Stutzer to approve the minutes from July 9, 2024; seconded by Mr. Rodriguez. 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 Candidate Interview-Nicholas Thomas

Deputy Chief Suepat introduced Police Officer Trainee Candidate Nicholas Thomas to board members. Mr. Thomas provided a brief background and responded to questions from board members. **Motion made by Dr. Phillips to approve Mr. Thomas as a Police Officer Trainee; seconded by Mr. Rodriguez. Motion carried unanimously with a 5-0 vote.**

- b. Request to hold Civil Service Exam - Police

Chief Volkerson requested permission to hold Civil Service Exam. **Motion made by Dr. Phillips to allow for a Civil Service Test to be held; seconded by Mr. Stutzer. Motion carried unanimously with a 5-0 vote.**

- c. Approval of the EMS Supervisor Promotional Exam

Motion made by Dr. Phillips to approve the EMS Supervisor Promotional Exam; seconded by Mr. Rodriguez. Motion carried unanimously with a 5-0 vote.

- d. Approval of the Firefighter Civil Exam List

Motion made by Dr. Phillips to approve the Firefighter Civil Exam List; seconded by Ms. Butts. Motion carried unanimously with a 5-0 vote.

5. Non-Action Items

6. Staff Updates

- a. Police Department

- **Current Status:** Fully staffed.
- **Upcoming Vacancies:** Two potential vacancies due to officers leaving in the near future.
- **Armed Robbery at 7-11 on Howell Branch/Suspect** apprehended and arrested within 4 hours.

- b. Fire Department

- Retired: Captain Tod Meadors -July 31, 2024
- Promotions/reassignments effective July 19, 2024
 - Eric Wheaton promoted to Battalion Chief
 - Brian Momaw promoted to Lieutenant
 - Brittany Kelly promoted to Engineer

7. Board Comments

- a. Review and Discussion of Board Members' Role in the Hiring Process for Police and Fire Candidates

Dr. Phillips addressed the current hiring process and the delay that has been created due to the meetings being rescheduled to the second Tuesday of the month. The requirement for potential new hires to be approved by the board before extending job offers creates a delay. Dr. Phillips suggested that the board not hinder the administrative teams (both fire and police departments) to extend job offers directly, without waiting for the board's approval, given that the candidates have already been thoroughly vetted and approved by the administrative teams and then have the

candidate come in front of the board as an introduction.
A brief discussion followed.

Motion made by Dr. Phillips to allow the administrative arms of the fire and police departments to offer employment prior to final approval by the board; seconded by Ms. Butts. Motion carried unanimously with a 5-0 vote.

8. Upcoming Agenda Items

9. Adjournment

Meeting was adjourned at 5:32 p.m.

ATTEST:

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