

## MINUTES

**Government Body:** CITY OF DUBUQUE CIVIL SERVICE COMMISSION  
**Date:** December 7, 2021  
**Time:** 3:45 PM  
**Place of Meeting:** City Hall – Conference Room A – 50 W 13<sup>th</sup> St.

Present: Commissioners Phil Baskerville, Carla Heathcote

Also present: Adrienne Breitfelder, Jeremy Jensen, Kevin Esser, Josh Knepper, Cal Motsch, Rick Steines

1. Administering Oath of Office. Commissioner was not present at meeting to administer oath.
2. Approval of minutes from the November 4, 2021 meeting. Motion by Heathcote to approve the minutes as submitted. Second by Baskerville. Motion carried 2-0.
3. Establish the passing score for the positon of Firefighter/Paramedic. Discussion was held regarding the passing score recommendation and how this recommendation affects the establishment of the certified list. Fire Chief Steines reiterated his role in these processes and explained the reasoning for establishing the minimum passing score for this examination at 74%. Motion by Heathcote to accept the minimum passing score at 74% as recommended and to certify the list for the position of Firefighter/Paramedic. Second by Baskerville. Motion carried 2-0.
4. Establish the passing score for the position of Medical Officer. Discussion was held regarding the passing score recommendation. Fire Chief Steines explained the reasoning for establishing the minimum passing score for this examination at 69%. Motion by Baskerville to accept the minimum passing score at 69% as recommended and to certify the list for the position of Medical Officer. Second by Heathcote. Motion carried 2-0.
5. Certify the list for the position of Police Captain. Motion by Heathcote to certify the list of nine (9) applicants as recommended by Interim Chief of Police Jensen. Second by Baskerville. Motion carried 2-0.
6. Certify the list for the position of Police Corporal. Motion by Baskerville to certify the list of seven (7) applicants as recommended by Interim Chief of Police Jensen. Second by Heathcote. Motion carried 2-0.
7. Adjourn. Motion by Heathcote to adjourn at 4:19 p.m. Second by Baskerville. Motion carried 2-0.

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Chairperson - Civil Service Commission

Submitted by Pamela McCarron, Permit Clerk