

## MINUTES

**Government Body:** CITY OF DUBUQUE CIVIL SERVICE COMMISSION  
**Date:** July 12, 2023  
**Time:** 4:15 PM  
**Place of Meeting:** City Hall – Conference Room A – 50 W 13<sup>th</sup> St.

Present: Commissioners Scott Crabill, Dan White, Carla Heathcote (attended virtually)

Also present: Director of Human Resources Shelley Stickfort, Fire Chief Amy Scheller, City Clerk Adrienne Breittfelder, Chief of Police Jeremy Jensen, Police Captain Scott Baxter, Strategic Workforce Equity Coordinator Kecia Dougherty (attended virtually at 4:19 p.m.),

Commissioner White called the meeting to order at 4:16 p.m.

1. Approval of minutes from the June 14, 2023, and June 29, 2023, meetings. Motion by Crabill to approve the minutes as submitted. Seconded by Heathcote. Motion carried 3-0.
2. Police and Fire Department Reports. Chief of Police Jensen provided information on staffing numbers, recent service calls, ongoing testing and promotional testing procedures. Fire Chief Scheller provided information on future testing opportunities, staffing numbers, fire calls and structure fire data.
3. Schedule an entrance examination for the position of Police Officer. Motion by Crabill to set the examination date for August 12, 2023, as recommended by Chief of Police Jensen. Seconded by Heathcote. Motion carried 3-0. Commissioner White to proctor.
4. Adjournment, Motion by Crabill to adjourn at 4:28 p.m., Seconded by White, Motion carried 3-0.

Submitted by Pamela McCarron, Permit Clerk