

## MINUTES

**Government Body:** CITY OF DUBUQUE CIVIL SERVICE COMMISSION  
**Date:** March 7, 2024  
**Time:** 9:15 AM  
**Place of Meeting:** City Hall – Conference Room C – 50 W 13<sup>th</sup> St.

Present: Commissioners Carla Heathcote (virtually), Dan White (virtually)  
Also present: Police Captain Scott Baxter, Chief of Police Jeremy Jensen, Fire Chief Amy Scheller, City Clerk Adrienne Breitfelder

Commissioner White called the meeting to order at 9:19 a.m.

1. Approval of minutes from the January 10, 2024 meeting. Motion by Heathcote to approve the minutes as submitted. Seconded by White. Motion carried 2-0.
2. Police and Fire Department Reports. Chief of Police Jeremy Jensen provided information on staffing numbers (more operational officers), and the success of the ongoing testing process. Fire Chief Amy Scheller reported on fire incidents and the position of Deputy Fire Chief.
3. Certify the list for the position of Police Officer. Motion by White to certify the list for the position of Police Officer. Seconded by Heathcote. Motion carried 2-0.
4. Adjournment. Motion by Heathcote to adjourn at 9:32 a.m. Seconded by White. Motion carried 2-0.

Submitted by Pamela McCarron, Permit Clerk