

MINUTES

Government Body: CITY OF DUBUQUE CIVIL SERVICE COMMISSION
Date: June 12, 2024
Time: 4:15 PM
Place of Meeting: City Hall – Conference Room A – 50 W 13th St.

Present: Commissioners Carla Heathcote (virtually), Dan White
Also present: Fire Chief Scheller, Police Captain Baxter, City Clerk Breitfelder,
Fire Marshal Esser, Chief Human Resource Officer Stickfort

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

1. Approval of minutes from the June 5, 2024 meeting. Motion by Heathcote to approve the minutes as submitted. Seconded by White. Motion carried 2-0.
2. Fire and Police Department Reports. Police Captain Baxter provided information on staffing/new hire statuses and announced the addition of five new redesigned squad cars that are in service. Fire Chief Scheller reported on new hire statuses, new positions for fiscal year (FY) 2025, budget for FY25 and FY26 will be starting this Fall.
3. Approve Commission Goal-Setting Worksheet. Discussion was held to clarify the purpose of the worksheet. Heathcote recommended the number of exams proctored by the commission be added to the commission successes section. Motion by White to approve the Commission Goal-Setting Worksheet with the recommended amendment. Seconded by Heathcote. Motion carried 2-0.

City Clerk Breitfelder left the meeting at 4:29 p.m.

4. Request to update promotional process. Motion by White to approve updating the promotional process and future structure of Dubuque Fire. Seconded by Heathcote. Motion carried 2-0.
5. Approve utilizing current promotional list to select Bureau Chief of EMS position. Motion by Heathcote to approve utilizing the current promotional list to select the Bureau Chief of EMS position. Seconded by White. Fire Chief Scheller provided information on the process for the selection of the Bureau Chief of EMS position. Motion carried 2-0.
6. Adjournment. Motion by Heathcote to adjourn at 4:45 p.m. Seconded by White. Motion carried 2-0.

Submitted by Pamela McCarron, Permit Clerk