

## MINUTES

**Government Body:** CITY OF DUBUQUE CIVIL SERVICE COMMISSION  
**Date:** January 8, 2025  
**Time:** 4:15 PM  
**Place of Meeting:** City Hall – Conference Room A – 50 W 13<sup>th</sup> St.

Present: Commissioners Carla Heathcote, Dan White (virtual), Scott Crabill  
Also present: Police Captain Scott Baxter, Bureau Chief Josh Knepper, Talent Acquisition Diversity Coordinator Kristen Dietz

Commissioner Heathcote called the meeting to order at 4:26 p.m.

1. Approval of minutes from the December 11 and December 19, 2024 meetings. Motion by Crabill to approve the minutes as submitted. Seconded by White. Motion carried 3-0.
2. Police and Fire Department Reports. Bureau Chief Josh Knepper provided information on promotional testing. Police Captain Scott Baxter spoke about current staffing numbers.
3. Certify the list for the position of Police Officer. Motion by Crabill to certify the list for the position of Police Officer as recommended by Chief of Police Jeremy Jensen. Seconded by White. Motion carried 3-0.
4. Certify the list for the position of Firefighter/Paramedic/EMT. Motion by White to certify the list for the position of Firefighter/Paramedic/EMT as recommended by Bureau Chief Josh Knepper. Seconded by Crabill. Motion carried 3-0.
5. Request to schedule and examination of the position of Police Officer. Motion by Crabill to set the examination date as March 8, 2025. Seconded by Heathcote. Commissioner Crabill to proctor. Motion carried 3-0.
6. Adjournment. Motion by Crabill to adjourn at 4:39 p.m. Seconded by Heathcote. Motion carried 3-0.

Submitted by Pamela McCarron, Permit Clerk