

MINUTES

Government Body: CIVIL SERVICE COMMISSION

Date: August 13, 2025

Time: 4:15 PM

Place of Meeting: City Hall - Conference Room A, 50 W 13th St.

Present: Commissioners Carla Heathcote, Miquel Jackson, and Scott Crabill

Also present: Police Chief Jeremy Jensen, Police Captain Scott Baxter, Chief of Human Resources Shelley Stickfort, Fire Chief Amy Scheller, Deputy Fire Chief Kevin Esser, Talent Acquisition Manager Kristen Dietz.

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

1. Approval of minutes from the June 11, 2025 meeting. Motion by Crabill to approve the minutes as submitted. Seconded by Jackson. Motion carried 3-0.
2. Fire and Police Department Reports. Chief Scheller reported on promotions within the department, new utility vehicles, and the successful outcomes of the leadership test. Chief Jensen stated that the police department aims to align its leadership test with the fire department's and indicated that related police department topics would be covered in the subsequent agenda items.
3. Request to exhaust the current Firefighter/Paramedic EMT Certified List. Motion by Jackson to exhaust the current Firefighter/Paramedic EMT Certified List. Seconded by Crabill. Chief Scheller confirmed the department is currently staffed appropriately. Motion carried 3-0.
4. Certify the list for the position of Police Officer. Motion by Jackson to certify the list for the position of Police Officer. Seconded by Heathcote. Chief Jensen stated that although many individuals applied for the position, few appeared for the entrance examination. He also noted that while artificial intelligence (AI) may play a role in officers' duties in the future, officers will still be required to swear to every report they submit, thereby validating the information. In response to a question about the precision policing center, Jensen stated that it has received positive feedback from officers and has been instrumental in solving several major crimes. Motion carried 3-0.
5. Request to review and approve the Police Department Promotional Testing Process and testing dates for the positions of Corporal, Lieutenant, Captain and Assistant Chief. Motion by Jackson to review and approve the Police Department Promotional Testing Process and testing dates of November 6-7 and November 10-14, 2025, for the positions of Corporal, Lieutenant, Captain and Assistant Chief. Seconded by Crabill. Chief Jensen stated that officers must have at least four years of service in the department before becoming eligible to test for a promotional position and outlined the other position-specific eligibility requirements. He added that commissioners may observe any part of the process. Motion carried 3-0.
6. Proposed Changes to Civil Service Hiring Practices for Police and Fire Department New Hires. Chief Jensen stated that he intends to recommend to the City Manager that the City Council suspend current civil service hiring practices for police officer and firefighter

positions, as authorized under Iowa Code §400.12A, to expedite the hiring process. Instead of the commission approving examination dates, proctoring examinations, and certifying lists for new police and fire department hires, the departments would oversee these tasks without commission action. The Civil Service Commissioners expressed support for the recommendation, acknowledging the challenges the departments face in recruiting candidates and supporting efforts to remove barriers, and requested updates on hiring efforts. Chief Jensen confirmed that the departments will share those updates with the commission.

7. Update on Additional Civil Service Commissioners. City Clerk Breitfelder confirmed that the City Council previously adopted an ordinance that increased the number of Civil Service Commissioners from three to five. Breitfelder stated that the mayor will announce his selection of the two additional applicants to the commission at the August 18 meeting. The names of the selected individuals will be published in the Telegraph Herald, and the City Council will vote on the selections at their October 6 meeting, so the commission should have two new members by its October meeting.
8. Adjournment. Motion by Crabill to adjourn at 5:07 p.m. Seconded by Heathcote. Motion carried 3-0.

Submitted by Adrienne N. Breitfelder, CMC, City Clerk