

MINUTES

Government Body: CITY OF DUBUQUE CIVIL SERVICE COMMISSION
Date: November 9, 2020
Time: 3:30 PM
Place of Meeting: This meeting was conducted virtually via Conference Call (OpenVoice). Call-in number was listed on agenda.

Present: Commissioners Dan White, Carla Heathcote, Phil Baskerville

Also present: Tusdee Blus (joined meeting at 4 p.m.), Jeremy Jensen, Rick Steines, Adrienne Breitfelder

1. Approval of minutes from the September 30, 2020 meeting. Motion by White to approve the minutes as submitted. Second by Heathcote. Motion carried 3-0.
2. Request to schedule promotional examinations for the positions of Fire Equipment Operator, Medical Officer, Fire Lieutenant, Fire Captain, Assistant Fire Marshal, EMS Supervisor, and Assistant Fire Chief. Motion by Baskerville to set promotional examinations for January 12, January 13, and January 14, 2021 with the examinations to begin at 6 p.m. at the Fire Training Center. Commissioner Baskerville to proctor on January 12, 2021 and January 14, 2021. Commissioner Heathcote to proctor on January 13, 2021. Second by Heathcote. Motion carried 3-0.
3. Establish the passing score for the position of Firefighter/Paramedic. Discussion was held regarding the passing score recommendation, the significance of how this recommendation affects the establishment of the certified list, and the process that takes place after the list is certified. Fire Chief Steines reiterated his role in these processes and explained his reasoning for establishing the minimum passing score for this examination at 73%. Commissioner Baskerville made a motion to accept the minimum passing score at 73% as recommended by Fire Chief Steines and to certify the list for the position of Firefighter/Paramedic. Second by Heathcote. Motion carried 3-0.
4. Request to schedule an entrance examination for the position of Police Officer. Discussion was held regarding the passing score recommendation, the significance of how this recommendation affects the establishment of the certified list, and the process that takes place after the list is certified. Asst. Police Chief Jeremy Jensen spoke on the examination requirements as it relates to State Code and the process that takes place after the list is certified. Motion by Baskerville to set the examination date for February 6, 2021 as recommended by Asst. Police Chief Jeremy Jensen. Second by Heathcote. Motion carried 3-0.
5. Adjournment. Motion by Baskerville to adjourn at 4:21p.m. Second by Heathcote. Motion carried 3-0.

Chairperson - Civil Service Commission

Submitted by Pam McCarron, Permit Clerk