

CALL TO ORDER

The regular meeting of the Firecrest Civil Service Commission was called to order at 4:00 P.M. by **CHAIRMAN KOERGER** who presided. Also present were **COMMISSIONER BECHTHOLT**, **COMMISSIONER WILSON**, and Chief Examiner Arlette Burkhart.

MINUTES

MOVED BY BECHTHOLT, SECONDED BY KOERGER, TO APPROVE THE MINUTES OF THE NOVEMBER 07, 2022 REGULAR MEETING. UPON VOTE, THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

Approval of the Police Chief Job Description. Chief Examiner Burkhart briefed the Commission on the Police Chief job description and highlighted the changes that were incorporated.

MOVED BY KOERGER, SECONDED BY BECHTHOLT, TO APPROVE THE POLICE CHIEF JOB DESCRIPTION. UPON VOTE, THE MOTION CARRIED UNANIMOUSLY.

Approval of the Police Chief Recruitment RFQ. Chief Examiner Burkhart briefed the Commission on the Police Chief RFQ posting and reported on staff's recommendations for the top three recruitment firms. Staff recommendations were based on methodologies, local relationships, and experience. Lastly, Burkhart reported that the selected firm would be brought to the City Council for contract approval at the December 13, 2022, regular meeting. Discussions included recruitment timelines, cost, lead consultants, and experience. There was a consensus to select the firm, Prothman, for Police Chief recruitment services.

MOVED BY KOERGER, SECONDED BY BECHTHOLT, TO APPROVE PROTHMAN FOR POLICE CHIEF RECRUITMENT SERVICES. UPON VOTE, THE MOTION CARRIED UNANIMOUSLY.

There was a discussion held on the Police Chief's salary and salary procedures.

NEW BUSINESS

Police Sergeant Vacancy. Burkhart reported on Sergeant Celis' resignation and stated that his last day was November 10, 2022. Chief Cheesman reported on police staffing shortages and briefed the Commission on potential sergeant testing.

Chief Cheesman reported on the lateral applicants' status and stated that he would like to hold another oral board in December. There were no objections on holding a lateral police oral board during the last week of December.

CORRESPONDENCE

None.

COMMITTEE REPORTS

None.

**PAYROLL
CERTIFICATION**

MOVED BY KOERGER, SECONDED BY BECHTHOLT, TO APPROVE THE PAYROLL CERTIFICATION FOR DECEMBER 2022. UPON VOTE, THE MOTION CARRIED UNANIMOUSLY.

Chief Examiner Burkhart reported on her vacation leave.
Police Chief Cheesman reported on upcoming holiday events.

There was a consensus to schedule a tentative special meeting on December 20, 2022, to discuss police chief recruitment.

MOVED BY KOERGER, SECONDED BY BECHTHOLT TO SET A TENTATIVE SPECIAL MEETING ON TUESDAY, DECEMBER 20, 2022 AT 4:00 PM FOR POLICE CHIEF RECRUITMENT SERVICES DISCUSSION. UPON VOTE, THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

MOVED BY BECHTHOLT, SECONDED BY KOERGER TO ADJOURN THE MEETING AT 4:59 PM. UPON VOTE, THE MOTION CARRIED UNANIMOUSLY.



CHAIRMAN, CIVIL SERVICE COMMISSION



CHIEF EXAMINER ARLETTE BURKHART