

CALL TO ORDER

The special meeting of the Firecrest Civil Service Commission was called to order at 4:10 P.M. by **CHAIRPERSON KOERGER**, who presided. Also, present were **COMMISSIONER WILSON** and Chief Examiner Arlette Burkhardt. **COMMISSIONER BECHTHOLT** was absent and excused.

MINUTES

MOVED BY COMMISSIONER WILSON, SECONDED BY CHAIRPERSON KOERGER, TO APPROVE THE MINUTES OF THE AUGUST 04, 2025, REGULAR MEETING AS CORRECTED.

UPON VOTE, THE MOTION CARRIED. (2-0)

NEW BUSINESS

CSO II/Police Record Technician Job Description Discussion. Police Chief Celis presented background information on the Community Service Officer II position and highlighted that the current job description is outdated and does not accurately reflect the duties of the position. Police Chief Celis noted that the position should be labeled as “Police Record Technician.”

Commission discussions included changes to pay structure, the need to schedule an additional special meeting, the timing of recruitment versus waiting, establishing an eligibility list for the Police Records Technician position, and providing the Commission with a Word version of the job description for review and comment.

Draft 2026 Workplan Discussion. Chief Examiner Burkhardt presented the 2026 Workplan to the Commission for feedback and highlighted that the workplan provides a roadmap for future meetings. Commissioner Wilson requested that Commissioner term dates be included to help avoid lapses or expired terms.

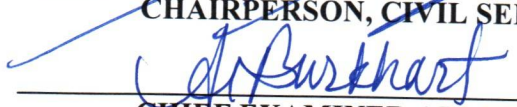
ADJOURNMENT

MOVED BY COMMISSIONER WILSON, SECONDED BY CHAIRPERSON KOERGER TO ADJOURN THE MEETING AT 4:28 P.M.

UPON VOTE, THE MOTION CARRIED UNANIMOUSLY. (2-0)



CHAIRPERSON, CIVIL SERVICE COMMISSION



CHIEF EXAMINER ARLETTE BURKHART