

Civil Service Commission

Special Meeting

June 14, 2023 – 5:30pm

Present: Chairman Mike Hawkins; Commission members Shane Barker, Dave Hetrick, and John Potkalitsky. Also present: Chief Vince Yakopovich and Secretary Jon Hoover

Absent: Commission member Nate Falkenstein

Approval of Minutes:

- **Mr. Barker moved, second by Mr. Potkalitsky, to approve the minutes of the April 18, 2023 Special Meeting. The motion carried by a unanimous voice vote.**

Unfinished Business: None

New Business:

Chief Yakopovich was invited to speak to the Commission about the newly created position of Communications and Records Supervisor. Chief Yakopovich shared that Ryan-Ramsey has provided a proposal with two options for administering a promotional test for this newly created position. It is his opinion that Option 1, in which the test administrator pulls from multiple, mutually agreeable references for the examination, should be selected.

Mr. Hawkins asked how many full-time dispatchers the City employs, and how many of those would be currently eligible, to which Chief Yakopovich replied there are 8 full-time dispatchers, two of which are in training. Out of those six that are not in training, four have at least five years of experience. Mr. Hawkins further asked if any of those four are interested in the position, to which Chief Yakopovich shared he is unsure.

Mr. Potkalitsky asked if the supervisor will have the authority to hire and fire, to which Chief Yakopovich responded this position will have that authority. Chief Yakopovich added this new position would be a higher step on the paygrade in the hopes that it is something to which the current dispatchers would aspire.

Mr. Barker asked the Chief if he intends to backfill a full-time dispatcher position once a promotion occurs, to which Chief Yakopovich responded that would be his plan, but he may have to approach the Commission about an additional entrance examination for dispatch as the current list is short on viable candidates. One option to fill open positions, Chief Yakopovich shared, is to inquire into regional centralized dispatch units that employ dispatchers who may not be interested in continuing with their current employer.

Chief Yakopovich explained the relevance of a proposed Charter Amendment that may be on the November ballot which clarifies certain Civil Service positions to the restructuring within the Police Department.

- **Mr. Barker moved, second by Mr. Potkalitsky, to take the necessary steps to hold a promotional examination for the position of Communications and Records Supervisor, should Council approve creation of the position. Motion carried unanimously by a voice vote.**

Mr. Hetrick stated that before he would vote to approve a new entrance examination, he would like to be informed as to the reason(s) candidates on current eligibility lists are no longer considered viable. Chief Yakopovich then shared the status of candidates on the current dispatch eligibility list.

- Following review and calculation of results from the written examination, **Mr. Hetrick moved, second by Mr. Hawkins, to certify the results of the patrol officer entrance examination administered by June 12, 2023. Motion carried unanimously by a voice vote.** The eligibility list to be posted and forwarded to the Safety Director appears below:

1. **Michael Schmidt**
2. **Eli Dykema**
3. **Alexander Peters**
4. **Leslie Wall**
5. **Taven Smith**
6. **Ashley Heffner**
7. **Benjamin Scott**

Discussion then turned to impressions of the first time utilizing the National Testing Network, and options for other test administrators.

Mr. Barker moved, second by Mr. Potkalitsky to adjourn the meeting. Motion carried unanimously by a voice vote at approximately 6:31pm.

Date: _____

Attest: _____

Jon Hoover, Civil Service Commission Secretary

Presiding Officer: _____

Mike Hawkins, Chairman