

MINUTES

BOARD OF FIRE AND POLICE COMMISSIONERS

Tuesday, November 12, 2013

PRESENT

COMMISSIONERS: Robert Schwieder, Chairman
Scott Lohman
Gary Koeller

STAFF: Jerome Patrick Police Captain
Alison Fleming, HR Manager

1. **Meeting Called to Order**

Chairman Schwieder called the meeting to order at 4:39 p.m.

2. **Roll Call of Members** – Commissioners Schwieder, Lohman and Koeller present.

3. **Approval of Minutes**

Commissioner Lohman made a motion to approve the minutes of the June 11, 2013 regular meeting; Commissioner Koeller seconded; motion unanimously carried. Commissioner Koeller made a motion to approve the minutes of the August 5, 2013 special meeting; Commissioner Lohman seconded; motion unanimously carried. Commissioner Lohman made a motion to approve the minutes of the August 27, 2013 special meeting; Commissioner Koeller seconded; motion unanimously carried.

4. **Notice of Intent to Retire**

The board was provided with a copy of Fire Battalion Chief Ted Smth's letter of intent to retire on November 29, 2013. Commissioner Koeller made a motion to accept Battalion Chief Smith's letter; Commissioner Lohman seconded; motion unanimously carried.

5. **Fire Promotions**

The retirement of Battalion Chief Smith will create vacancies in the ranks of Battalion Chief and Captain. Commissioner Lohman made a motion to promote Captain Kevin Irby to the rank of Battalion Chief effective December 1, 2013; Commissioner Koeller seconded; motion unanimously carried. Commissioner Koeller made a motion to promote Lieutenant Brian Barber to the rank of Captain effective December 1, 2013; Commissioner Lohman seconded; motion unanimously carried. Both will serve a six-month promotional probationary period.

6. **Police Recruitment Update**

Ms. Fleming advised that one applicant was disqualified by the Chief due to a DUI conviction within five years past. He did not request an appeal hearing. 120 applications were received, and 67 reported for the physical agility test. 47 proceeded to take the written test. The results have not yet been received. There were quite a few police applicants with military service. Regarding fire recruitment, the fifth stage of testing, ability test, will be held on Saturday, November 23, 2013 on Arsenal Island. The other four stages have been completed. If anyone wants to observe the ability test, contact Ms. Fleming.

7. **Availability for Upcoming Interviews (Police and Fire)**

The following schedule was developed:

December Regular Meeting

- Will be rescheduled from December 10th to December 11, 2013 at 3:00 p.m.

Police Applicant Interviews

- December 11, 2013, beginning at 3:30 p.m. police interviews
- December 12, 2013, beginning at 3:30 p.m. police interviews
- December 13, 2013, beginning at 1:00 p.m. police interviews

January Regular Meeting

- Will be rescheduled from January 14th to January 15, 2014 at 3:00 p.m.

Police Applicant Interviews

- January 15, 2014, beginning at 3:30 p.m. fire interviews
- January 16, 2014, beginning at 3:30 p.m. fire interviews

Police Sergeant and Lieutenant Interviews

- TBD in March/April (both lists expire in May)

8. **2014 Meeting Schedule**

The regular meeting schedule, as submitted to the City Clerk, was provided to the Board. Special notices will be prepared for any rescheduled or canceled meetings.

9. **Other** – The fire recruitment process was also discussed under Item 6; Ms. Alison reminded the commissioners to contact her if anyone wants to attend the testing on Arsenal Island.

10. **Public Comment** – None.

11. **Adjournment**

With no further business to discuss, Commissioner Koeller made a motion to adjourn; second by Commissioner Lohman; meeting adjourned at 5:17 p.m.

Jody C. Walker, Recording Secretary
Board of Fire & Police Commissioners