

SPRINGDALE CIVIL SERVICE COMMISSION

AGENDA

Monday July 1, 2024 8:00 a.m.

*MICKEY JACKSON TRAINING FACILITY
2398 TURNBOW AVE*

1. Call to Order - Chairman Bob Downum
2. Roll Call
3. Approval of Minutes from the following meetings: 5/6/24, 6/4/2024, 6/17/24, & 6/20/24
4. Police Dept – Chief Frank Gamble
 - Reminder-Applications are currently open.
The written test will be Saturday September 28, 2024, and the interviews by Civil Service on September 30, 2024
 - Update on the last civil Service new hire test
5. Fire Dept – Chief Blake Holte
 - Scheduling Fire Dept Application/hiring period and Interview Dates
 - Fall Application Period - September 16 - December 13, 2024
 - Chief's Interviews – January 21st and 22nd, 2025
 - Civil Service Interviews- February 3rd 2025 (and February 4th if needed)
6. Comments from Commissioners
7. Executive Session for Fire Dept entry level candidate interviews
8. Close Executive Session to Certify candidate list
9. Adjourn

Civil Service Commission members in attendance:

Bob Downum
Julie Loper
Danny McGinley
Greg Tuck
Terry Page

Others in attendance:

City Attorney Ernest Cate
Police Chief Frank Gamble
Fire Chief Blake Holte
Asst. Police Chief Derek Hudson
Sarah Manweiler

Meeting was called to order by Bob Downum at 9:01 a.m.

ELECTION OF OFFICERS

Commissioner Greg Tuck made the motion for Bob Downum to be appointed Chairman of the Civil Service Commission for another six-year term. Commissioner Danny McGinley made the second.

There was a voice vote of all ayes and no nays.

Commissioner Julie Loper made the motion for Greg Tuck to be appointed Secretary of the Civil Service Commission for another six-year term. Commissioner Danny McGinley made the second.

There was a voice vote of all ayes and no nays.

Commissioner Bob Downum welcomed new Civil Service Commissioner Terry Page. Each Commissioner introduced and said a little about themselves. City Attorney Ernest Cate mentioned to Commissioner Page, Sarah Manweiler was there to take the minutes and that FOIA requires all public meetings to be recorded.

APPROVAL OF MINTUES

Commissioner Danny McGinley made the motion to approve the Civil Service Commission minutes from the meetings on 4/24/24 & 4/29/24. Commissioner Greg Tuck made the second.

There was a voice vote of all ayes and no nays.

POLICE CHIEF COMMENTS

Police Chief Gamble reminded everyone that the approved promotional testing for the Police Dept. will begin the week of June 3, 2024 with the written portion of the test, followed by the assessment center portion the week of June 10. There will be a zoom Civil Service Commission Meeting on 6/17/24 at 9:00am to certify the Police testing results.

Commissioner McGinley asked if Lester Coger was the only retirement coming up, and Chief Gamble confirmed that he is and he will retire at the end of May.

There will be an updated Civil Service calendar sent out with all of the newly approved dates.

There was discussion of the Police Dept having testing in December instead of January. Chief Gamble explained the he is wanting to try these new dates slightly in hopes to bring in more applicants, as they traditionally have the worst turnout with the testing ending in January. He also mentioned they have discussed doing 4 testing cycles per year, but currently having problems filling the openings they have with the 3 testing cycles they have, because of that they haven't added another testing cycle yet.

There was discussion on if the applicants don't pass the P/T portion of the test if they can test again. Chief explained that they do let them continue to test again as long as there is improvement from the last test. Commissioner Greg Tuck asked if they do worse are they not allowed to come back and test. Chief explained that is not typical, most usually improve in one way or another.

Commissioner Terry Page asked how many applicants do they typically have. Chief Gamble used the example of this most recent testing: They had 72 applicants; 40 that RSVP'd to come to test; 35 that showed up to test; 28 that passed the test. He said usually around 50% of applicants are disqualified due to background checks, and about 50%-60% of qualified applicants show up to test. Commissioner Page also asked how many of those are officers from other cities departments. Chief Gamble said there was only one in this last round, and said we don't usually get too many that go around to different departments.

FIRE CHIEF COMMENTS

Chief Blake Holte requested a driver/operator exam for September 4-5, 2024, with a zoom meeting to follow on September 5, 2024 at 4:00 pm to certify the results.

Commissioner Julie Loper made the motion for the Driver/Operator exam on September 4-5, 2024 with a zoom meeting to certify on September 5, 2024 at 4:00 PM. Commissioner Greg Tuck made the second.

There was a voice vote of all ayes and no nays.

COMMISSIONER COMMENTS

Bob Downum welcomed the new Civil Service Commissioner, Terry Page again. He also explained their biggest job as commissioners are interviews for Police Dept and Fire Dept.

There was no further discussion

Commissioner Julie Loper made the motion to adjourn. Commissioner Danny McGinley made the second.

The meeting adjourned at 9:31 am

Bob Downum, President or Greg Tuck, Secretary

Date

Civil Service Commission members in attendance:

Bob Downum
Terry Page
Danny McGinley
Greg Tuck
Julie Loper - ABSENT

Others in attendance:

Fire Chief Blake Holte
Pat Lee
Police Chief Frank Gamble
Sarah Manweiler

Meeting was called to order by Bob Downum at 2:00 p.m.

FIRE CHIEF COMMENTS

Fire Chief Blake Holte explained they changed their Captain testing procedures to have operations and administrative processes done separately. Doing it this way gives people an opportunity to compete for positions they want. Which in turn gets the dept more participation and job satisfaction. They do a single assessment center, but the eligibility rosters are only created when there is an open position so they will pull from the people that are interested in that position and apply. They then take a job specific look at their training and certifications for review and apply that to get the scores to have a standing register.

The Civil Service Commission was provided the scores. There were 3 that applied, and they all passed. The 3 standing highest are as follows

1. Justin Cobb
2. Jared Little
3. Aaron Satterfield

They will all be considered and interviewed for the position, and they will select one from those three.

Commissioner Bob Downum clarified this is for an open position as of July 1, 2024. Chief Holte confirmed, yes, and it was for Captain in the Training Division.

Commissioner Greg Tuck made the motion to certify a register for the captain of training Division beginning on July 1, 2024 as presented by Chief Holte. Commissioner Terry Page made the second.

There was a voice vote of all ayes and no nays.

Chief Holte just gave a reminder of the meeting on July 1, 2024 for Fire dept entry level interviews.

POLICE CHIEF COMMENTS

Chief Gamble reminder zoom meeting on 6/17/24 to certify their promotion process. They had the written test on 6/3/24, and the assessment center is all the following week. They will have the results before Monday 6/17/24 via zoom at 9:00 am.

Commissioner Bob Downum asked Chief Gamble when the next interview for entry level officers was. Chief Gamble said it would be in September. Commissioner Downum confirmed with Chief Holte the Fire Dept entry level interviews are July 1, 2024

Commissioner Danny McGinley will not be in town July 1st.

No other comments from commissioners.

The meeting adjourned at 2:07 p.m.

Bob Downum, President or Greg Tuck, Secretary

Date

Civil Service Commission members in attendance:

Bob Downum
Terry Page
Danny McGinley
Greg Tuck
Julie Loper - ABSENT

Others in attendance:

City Attorney Ernest Cate
Mayor Doug Sprouse
Police Chief Frank Gamble
Asst. Police Chief Derek Hudson
Captain Derek Wright
Captain Jeff Taylor
HR Director Gina Lewis
Asst HR Director Kathryn Bowen
Sarah Manweiler

Meeting was called to order by Bob Downum at 9:00 a.m.

POLICE CHIEF COMMENTS

Police Chief Gamble said they're asking to certify: 3 candidates for Captain, 4 for lieutenant, 9 for Sergeant, and 1 for Corporal. All of the candidates on the list passed the testing process. They anticipate promoting; one captain, one Lieutenant, two Sergeants, and one corporal, as soon as they can get through all of the interview process. He said they are starting one on one interviews with the top candidates today.

Commissioner Bob Downum asked for all the motions for each rank be done separately to recognize the achievements of the applicants.

Commissioner Terry Page made the motion to certify the captains list. Greg Tuck made the second.

There was a voice vote of all ayes and no nays.

Commissioner Greg Tuck made the motion to certify the lieutenant list. Danny McGinley made the second.

There was a voice vote of all ayes and no nays.

Commissioner Danny McGinley made the motion to certify the sergeant list. Greg Tuck made the second.

There was a voice vote of all ayes and no nays.

Commissioner Greg Tuck made the motion to certify the corporal list. Terry Page made the second.

There was a voice vote of all ayes and no nays.

Those certified are:

Captain Certified List

1. Dustin Treat
2. Paul Gateley
3. Jared Pena

Lieutenant Certified List

1. Josh Kirmer
2. Ross Patton
3. Jim Wyles
4. Matt Haskins

Sergeant Certified List

1. Chris Shirrel
2. ChrisGordon
3. Rusty Boyd
4. Casey Burns
5. Philip Group
6. Ashley Booth
7. Riley Evans
8. Annelise Hoffman
9. Josue Rivas

Corporal Certified List

1. 1.Jordan Jacobs

COMMISSIONER COMMENTS

Commissioner Bob Downum confirmed the meeting on June 20, 2024 to set a date for an appeal hearing at the Fire Dept training facility, and mentioned that all commissioners needed to be present at 2:00.

Commissioner Terry Page asked Chief Gamble how quickly he would be able to get these promotions done.

Chief Gamble said they have interviews scheduled today and tomorrow, and they should have it finalized who will be promoted by the end of the week.

No other comments from Police Chief Frank Gamble.

CITY ATTORNEY COMMENTS

Ernest reminded everyone he will see them for the meeting on Thursday.

The meeting adjourned at 9:08 a.m.

Bob Downum, President or Greg Tuck, Secretary

Date

Civil Service Commission members in attendance:

Bob Downum
Julie Loper
Danny McGinley
Greg Tuck
Terry Page

Others in attendance:

City Attorney Ernest Cate
Police Chief Frank Gamble
Fire Chief Blake Holte
Asst. Police Chief Derek Hudson
Pat Lee
Jim Vaughan
Katherine Bowen
Jonathan Kidd
Sarah Manweiler

Meeting was called to order by Bob Downum at 2:00 p.m.

FIRE CHIEF COMMENTS

Chief Blake Holte asked for a reinstatement for former fireman, Adam Powell. Chief mentioned Mr. Powell resigned in good standing on July 12, 2023 so he is within the required year time frame; he was a grade 61, step 5. The department does currently have openings, and Chief Holte has requested to reinstate Adam Powell effective July 1, or pending a date Human Resources has available to get him in process and complete his pre-employment requirements.

Mr. Powell was not present, as he currently resides in New Mexico. He is moving back to Northwest Arkansas, and is ready to start back with Springdale Fire Department as soon as possible.

Commissioner Greg Tuck made a motion to certify the reinstatement of Firefighter Adam Powell. Terry Page made the second.

There was a voice vote of all ayes and no nays.

CITY ATTORNEY COMMENTS

City Attorney Ernest Cate said Mr. Jonathan Kidd was terminated from the Fire Department on June 4, 2024. He did file a timely appeal pursuant to the Springdale Civil Service Commission Manual. This requires within 15 days of the appeal being filed, that we meet to set the hearing date. This is the reason for this special called meeting today. City Attorney Ernest Cate let everyone know that he represents the Civil Service Commission in appeals, so the Fire Department will need to retain outside counsel. Susan

Kendall is the Attorney that will represent the Fire Department. Ms. Kendall provided dates that she would be unavailable for a hearing. Ernest also mentioned that the Civil Service manual requires Mr. Kidd to have at least 10 days' notice prior to the hearing. The following are the dates that Attorney Susan Kendall is unavailable: July 1, 2, 11, 16; August 9; and September 13. City Attorney Ernest Cate also mentioned he will not be available July 24 through August 2.

Civil Service Commissioner Julie Loper mentioned Wednesday, July 17, for the appeal hearing.

Commissioner Terry Page made a motion to have the appeal hearing on July 17, 2024 at 9:30 a.m., at the Mickey Jackson Training Facility. Greg Tuck made a second.

There was a voice vote of all ayes and no nays.

City Attorney Ernest Cate mentioned to Jonathan Kidd he needed to provide the identity of his attorney to him and/or Susan Kendall. The reason being is since Mr. Kidd has retained an attorney, Ernest Cate nor Susan Kendall, the attorney for the department, can communicate directly with Mr. Kidd. All communication must go through his attorney.

Commissioner Bob Downum said even though it's not on the agenda, the number of interviews for the Fire Department on July 1st needed to be talked about. With there being 56 possible interviews, there is no way that can be done in one day. Therefore, we need to officially set a two-day meeting for interviews, adding July 2.

Commissioner Terry Page made a motion to add July 2, 2024 for the Fire Department interviews. Julie Loper made the second.

There was a voice vote of all ayes and no nays.

Commissioner Greg Tuck asked if the time needed to be moved up earlier to also accommodate the large number of possible interviews. Civil Service Commissioners discussed the number of interviews, and decided to start Monday July 1, 2024 at 8:00 a.m., rather than 8:30 a.m., as previously scheduled.

Chief Blake Holte mentioned they will know the final number being interviewed after the Fire Department interviews, which are June 25-27, 2024.

Police Chief Frank Gamble let the commission know they will be having a Police promotion ceremony for: 1 Captain, 1 Lieutenant, 2 Sergeants, and 1 Corporal; Thursday June 27, 2024 at 2:00 p.m., in case any of them were interested in attending.

The meeting adjourned at 2:12 p.m.

Bob Downum, President or Greg Tuck, Secretary

Date

Sarah Manweiler

From: Blake Holte <bholte@springdalear.gov>
Sent: Tuesday, June 18, 2024 2:16 PM
To: Sarah Manweiler; Frank Gamble; BOB DOWNUM
Cc: Ernest Cate
Subject: RE: ITEMS FOR CSC AGENDA 07/1/2024

FD

Fall application dates: September 16th- December 13th, 2024

Spring 2025 hiring schedule Chiefs Panel- January 21st and 22nd
CSC interviews- February 3rd and 4th (if needed)

Should be all for us.

Blake Holte
Fire Chief
Springdale Fire Department
479-751-4510 Ext. 3007



From: Sarah Manweiler <smanweiler@springdalear.gov>
Sent: Tuesday, June 18, 2024 10:11 AM
To: Frank Gamble <fgamble@springdalear.gov>; Blake Holte <bholte@springdalear.gov>; BOB DOWNUM <bdownum@weichertgriffin.com>
Cc: Ernest Cate <ecate@springdalear.gov>
Subject: ITEMS FOR CSC AGENDA 07/1/2024

Please send me anything you would like to add the Civil Service meeting agenda for July 1, 2024.

I will send this out mid next week, so if I can get anything that needs to be added by Tuesday 6/25/24 at noon, that would be great.

Thank you,

Sarah Manweiler

Sarah Manweiler

From: Frank Gamble <fgamble@springdalear.gov>
Sent: Tuesday, June 18, 2024 4:23 PM
To: Sarah Manweiler; Blake Holte; BOB DOWNUM
Cc: Ernest Cate
Subject: RE: ITEMS FOR CSC AGENDA 07/1/2024

I only have two items for the agenda:

1)Reminder about our next new hire test-

Applications are currently open with the written test on Saturday(September 28, 2024) and the civil service interviews on September 30, 2024.

2)An update on the last civil service new hire test

Thank you,

Frank

From: Sarah Manweiler <smanweiler@springdalear.gov>
Sent: Tuesday, June 18, 2024 10:11 AM
To: Frank Gamble <fgamble@springdalear.gov>; Blake Holte <bholte@springdalear.gov>; BOB DOWNUM <bdownum@weichertgriffin.com>
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Thank you,

Sarah Manweiler
Mayor's Office
201 Spring Street
City of Springdale, Arkansas 72764
www.springdalear.gov



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