

SPRINGDALE CIVIL SERVICE COMMISSION

AGENDA

**Police Dept. Tactical Training Room
201 Spring Street**

Monday May 6, 2024 9:00 a.m.

1. Call to Order - Chairman Bob Downum
2. Roll Call
3. Election of Officers
4. Approval of Minutes from the meetings on 4/24/24 & 4/29/2024.
5. Police Dept – Chief Frank Gamble
 - Reminder of upcoming promotional testing for the – See attached memo
6. Fire Dept – Chief Blake Holte
 - Fire Dept requests Driver/Operator exam dates September 4 & 5, 2024; with zoom meeting to follow for certification of register
7. Comments from Commissioners
8. Adjourn

Sarah Manweiler

From: Bob Downum <bdownum@weichertgriffin.com>
Sent: Friday, April 26, 2024 11:45 AM
To: Sarah Manweiler
Cc: Blake Holte; Frank Gamble
Subject: Re: CSC Agenda Items May 6, 2024

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

First item:
Election of officers.

Sent from my iPhone
Bob Downum

On Apr 26, 2024, at 9:57 AM, Sarah Manweiler <smanweiler@springdalear.gov> wrote:

Good Morning,

Please send me anything that needs to go on the agenda for the Annual meeting on Monday May 6, 2024.

Thank you,

Sarah Manweiler
Mayor's Office
201 Spring Street
City of Springdale, Arkansas 72764
www.springdalear.gov
<image001.jpg>

Civil Service Commission members in attendance:

Bob Downum
Greg Tuck
Danny McGinley
Julie Loper—ABSENT
Charles Farmer—ABSENT

Others in attendance:

Fire Chief Blake Holte
Asst. Fire Chief Jim Vaughan
Battalion Chief Pat Lee
Admin. Secretary Sarah Manweiler

The meeting was called to order by Bob Downum at 4:00 p.m.

Chief Holte said there were 15 eligible candidates and they all scored 70% or higher overall. He requested all 15 be certified. This certification will be valid for two years.

Commissioner Bob Downum asked if the list of candidates was sent out, and Chief Holte let him know it was sent to the commissioners by email.

Commissioner Danny McGinley asked how many openings for captain they currently have. Chief Holte said 0 at the moment, but they are supposed to maintain an eligible roster so they have captains already certified. He said they plan to open Station 10 within this two-year time frame which will require 3 captains and there will also likely be some retiring in that time frame.

Commissioner Danny McGinley made a motion to certify the following 15 candidates that scored 70% or higher overall. Commissioner Greg Tuck made the second.

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

Those certified are:

- | | |
|----------------------|------------------|
| 1. Samuel Gaston | 11. Justin Cobb |
| 2. Zachary Hollowell | 12. Jeff Molen |
| 3. Andrew West | 13. Cody Bennett |
| 4. Dylan Gayer | 14. Jimmy Henley |
| 5. Garrett Sumpter | 15. Joe Skelton |
| 6. Chris Martens | |
| 7. Jarod Little | |
| 8. Aaron Satterfield | |
| 9. Daniel Hopping | |
| 10. John Buchan | |

CIVIL SERVICE COMMISSION

APRIL 24, 2024

Chief Holte announced the Fire Dept had a pinning ceremony at 6:00 that night, if any of them wanted to attend.

Commissioner Bob Downum asked if the list of candidates had been notified. Chief Holte said after they certify the list, it will be sent out by email department wide.

There being no further discussion, the meeting adjourned at 4:09 p.m.

Bob Downum, President

Date

Civil Service Commission members in attendance:

Bob Downum
Julie Loper
Danny McGinley
Greg Tuck

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 8:30 a.m.

APPROVAL OF MINTUES

Commissioner Danny McGinley made the motion to approve the Civil Service Commission minutes from the 2/20/24 meeting. Commissioner Julie Loper made the second.

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

POLICE CHIEF COMMENTS

Police Chief Gamble requested the following schedule for the next two testing cycles for entry level police officer candidates. He would like the first cycle to open on April 30, 2024, closing on September 23, 2024, then testing September 28, 2024. Interviews would follow on September 30, 2024. The second cycle would open on September 30, 2024, closing on December 2, 2024, then testing on December 7, 2024. Interviews would follow on December 9, 2024.

Chief Gamble explained the new dates slightly differ because they traditionally have the worst turnout with the testing ending in January, so they are attempting to alter the dates slightly in hopes it will help bring in more applicants.

Commissioner Julie Loper made the motion to approve the first testing cycle beginning on April 30, 2024 as presented by Chief Gamble. Danny McGinley made the second.

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

Commissioner Danny McGinley made the motion to approve the second testing cycle as presented by Chief Gamble. Julie Loper made the second.

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

Commissioner Bob Downum mentioned other cities' recruitment. Chief Gamble said 27 of 35 applicants passed the written test this weekend.

FIRE DEPARTMENT COMMENTS

Fire Chief Blake Holte didn't have anything new. He mentioned they were currently in the Fire Department open application period. They still have five weeks left for applications, and have about fifty applicants so far. Chief Holte also said there will be one more promotional exam this year for driver/operator. He will have exact dates next week, but it should be around the first full week in September.

COMMISSION COMMENTS

City Attorney Ernest Cate announced new Civil Service Commissioner Terry Page will be here for the next meeting. He is taking the place of Charles Farmer.

The next commission meeting will be held on Monday May 6, 2024 in the Police Department Tactical Training room.

Commissioner Greg Tuck asked if the January police testing didn't produce many options for hire. Chief Gamble explained some were because of background checks, some withdrew, and some didn't pass the P/T test.

Commissioner Julie Loper asked if the applicants today were coming to interview before the P/T test. Chief Gamble and Asst. Chief Derek Hudson explained the schedule.

There being no further discussion, Commissioner Julie Loper made the motion to enter into executive session. Danny McGinley made the second.

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

The meeting adjourned into executive session for Police Department Interviews at 8:48 a.m.

POLICE DEPARTMENT INTERVIEWS AND CERTIFICATION

Civil Service returned from executive session at 5:33 p.m.

After the oral interviews, the composite grades were compiled and reviewed.

Danny McGinley made a motion to certify the following 26 candidates that scored 70% or higher overall. Greg Tuck made the second.

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

Those certified are:

1. Ezell, Joshua
2. Dowell, Marcus
3. Keating, Justen
4. Burke, Justin
5. Kirmer, Michael
6. Barroso, Kelli
7. Sehorn, Teslie
8. Heredia, Erica
9. Brinkley, Ruby
10. Knight, Caleb
11. Hufford, Andrew
12. Raney, Travis
13. Roberts, Jessica
14. Ormeno, Victor
15. Smith, Dawson
16. Bentley, Darrin
17. Bittengle, Amy
18. Monterroza, Jonathan
19. Gulley, Brandon
20. Gomez, Valerie
21. Henderson, Caleb
22. Parmelee, Ethan
23. Beaty, Matthew
24. Alcala, Jesse
25. Sanchez, Michelle
26. Reyes, Erick

The meeting adjourned at 5:35 p.m.

Bob Downum, President

Date



CITY of SPRINGDALE

POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

To: Bob Downum, Chairman Civil Service Commission
From: Chief Frank Gamble
CC: Civil Service Commission Members, Mayor Doug Sprouse,
Ernest Cate, Gina Lewis
Date: 02/12/24
Re: Promotional Testing

The Springdale Police Department is in need of a promotion test for the ranks of Corporal, Sergeant, Lieutenant and Captain. We do not have a certified eligibility list for promotions at this time. I would like to propose a testing process for 2024 that will have two components.

Component one will be a custom written test from PAS Consulting Group, a company that we used for the Assessment Center for our 2023 Sergeant and Lieutenant Promotion test. They have agreed to create a written test using the documents listed below. Candidates for all ranks must pass this exam with a 70%.

Phase two will be an Assessment Center and only apply to Sergeant, Lieutenant and Captain candidates. It will be conducted by PAS Consulting Group and will consist of three exercises for each rank. PAS Consulting has already reviewed the critical tasks for each position and will use the data they collected to develop the exercises for the assessment center. PAS will provide subject matter experts who will act as assessors for the exercises.

Assessment Centers are labor and time intensive, so it is recommended to reduce the number of candidates to a manageable level. I propose that the written exam be given prior to the assessment center and only the individuals with the top 15 scores above 70% move on to compete in the assessment center. In the event of a tie for the 15th position, both candidates will proceed to the Assessment enter.

PAS has proposed scheduling the Assessment Center for the week of June 10th, 2024. We would need to schedule the written exam prior to that, so I propose the written exam be scheduled for the week of June 3, 2024.

CITY of SPRINGDALE

POLICE DEPARTMENT OFFICE OF THE CHIEF OF POLICE

It is recommended that the written exercise count for 40% and the assessment center count for 60% toward the final score.

I propose the following source material for the written test and Assessment Center:

- Springdale Police Department Policy Manual
- City of Springdale Employee Personnel Manual
- Arkansas Criminal and Traffic Law Manual (2023-2024 Edition)
- Emotional Survival for Law Enforcement (Revised Edition) by Kevin Gilmartin

I would like to suggest the following points be added to the final exam score for seniority:

- 10-15 years of experience 1 point
- 15-20 years of experience 2 points
- 20 years or more experience 3 points

I would further propose that experience be counted from the date of the exam, and all certified law enforcement time, regardless of what agency the officer worked at, be counted toward seniority points.

I look forward to discussing this further, and if you have any questions, please let me know.

Sincerely,



Chief of Police Frank Gamble
Springdale Police Department

Sarah Manweiler

From: Blake Holte <bholte@springdalear.gov>
Sent: Friday, April 26, 2024 10:16 AM
To: Sarah Manweiler; BOB DOWNUM; Frank Gamble
Cc: P.T.Lee
Subject: RE: CSC Agenda Items May 6, 2024

Fire Department requests Driver/Operator exam dates September 4th and 5th with suggested Zoom meeting to follow for certification of register.

From: Sarah Manweiler <smanweiler@springdalear.gov>
Sent: Friday, April 26, 2024 9:57 AM
To: Blake Holte <bholte@springdalear.gov>; BOB DOWNUM <bdownum@weichertgriffin.com>; Frank Gamble <fgamble@springdalear.gov>
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Sarah Manweiler
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WE'RE MAKING IT HAPPEN