MINUTES OF SPECIAL MEETING OF CIVIL SERVICE COMMISSION

A special meeting of the Civil Service Commission for the City of Decorah, Iowa, was held at the Decorah City Hall, City Council Chambers on Friday, February 23, 2023, at 9:30 o'clock a.m. in accordance with the provisions of the Code of Iowa Present at said meeting were Larry Stevenson and Steve Runde (via Zoom). Larry Stevenson deemed a quorum present, presided over the meeting, and Steve Runde acted as Secretary. Also present at the meeting were Police Chief David Smutzler, Assistant Police Chief Scott Herrmann, City Manager Travis Goedken, Council Member Kirsten Olson, and City Attorney John S. Anderson.

The meeting was called to order by Chairman Stevenson who advised the Commission that the purpose of the meeting as specified in the Agenda was to conduct oral interviews of applicants for the position of Police Captain, review the applications and testing results and certify and rank candidates for the position of Police Captain; also to establish testing and certification procedures for the position of Police Sergeant. The agenda had been posted at City Hall and Decorah Law Enforcement Center 24 hours prior to the scheduled meeting. A copy of the Agenda is attached to these Minutes and made a part hereof by this reference. Meeting was open to the public, including via Zoom. Kirsten Olson appeared from the public, and the meeting then proceeded.

It was moved by Stevenson and seconded by Runde that the December 20, 2022 Special Meeting Minutes and February 3, 2023 Special Meeting Minutes of the Decorah Civil Service Commission be approved. Roll call vote – Ayes: Larry Stevenson and Steve Runde. Nays – None.

Discussion was then had concerning the testing results, background investigations and oral interviews of the candidates for the position of Police Captain. Chief Smutzler gave an overview of the testing results for the candidate. The Commission members also reviewed written background material on the candidate. It was moved by Runde and seconded by Stevenson that

the Commission enter Closed Session per Iowa Code 21.5(1)(a), (d) and (i) and 22.7(19). Motion was then rescinded by Runde.

The participants of the meeting then conducted the interviews of the following individuals:

1. Mandy Groth

After completion of the interviews, discussion was then had on the scoring results of the interviews. After further discussion and due consideration to the testing, interview and background investigations of the applicant, it was moved by Stevenson and seconded by Runde that the following individuals be certified and ranked for the position of Police Captain for the Decorah Police Department:

1. Mandy Groth

Roll call vote – Ayes: Larry Stevenson and Steve Runde. Nays – None.

The City Attorney was directed to prepare the necessary notifications to the Mayor and City Council advising of the results of the examinations, the certifications, and rankings.

Police Chief Smutzler updated the Commission on Andrew Terrones, Tera Mathis, and Samson Elledge as new hires for Patrol Officer positions.

Discussion was then had on the vacancy of the position of Police Sergeant, created by the promotion of Mandy Groth to Police Captain. The Commission Members reviewed and discussed the testing and certification procedures for applicants for promotion to the position of Police Sergeant. The Commission discussed the Notice of Police Sergeant Promotional Examinations, with a deadline to submit applications by March 10, 2023. Testing will take place March 24, 2023, consisting of written examination and an interview panel consisting of the Commission, the Chief of Police, the Assistant Chief of Police, the Police Captain, the Decorah City Manager and the City Attorney. After further discussion it was moved by Runde and seconded by Stevenson to approve the procedures for promotional examinations and testing for Police Sergeant, to include written examination and an interview panel. The testing shall be

administered by Chief Smutzler. Roll call vote – Ayes: Larry Stevenson, and Steven Runde. Nays – None.

The Commission will meet on March 24, 2023, at 9:30 am for purposes of interviewing candidates, reviewing testing results, certifying and ranking candidates for the position of Police Sergeant.

There being no further business, it was duly moved that the meeting be adjourned.

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Steve Runde, Secretary

**A G E N D A**
Decorah Civil Service Commission
February 23, 2023
Decorah City Hall- Council Chambers
9:30 A.M.

The meeting can be joined virtually by computer or smartphone at:
https://us02web.zoom.us/j/89387534534?pwd=ckErNTd3VjZTMWxLZktXRTdTL09qUT09

Meeting ID: 893 8753 4534
Passcode: 202070

1. Meeting called to order - roll call.
2. Approve December 20, 2022, and February 3, 2023, meeting minutes.
3. Conduct interviews of candidates for the position of Police Captain.
4. Review applications and testing results for the position of Police Captain.
5. Certify and rank candidates for the position of Police Captain.
6. Establish testing and certification procedures for the position of Police Sergeant.
7. Update on hiring process for Terrones, Elledge, and Mathis.
8. Other business.

*The Civil Service Commission may consider going into a Closed Session for agenda items 3 through 4 above, per Iowa Code 21.5(1)(a), (d) and (i) and 22.7(19).*