

# CIVIL SERVICE COMMISSION MEETINGS

## COUNCIL CHAMBERS, CITY HALL, 406 IVINSON AVE

Wednesday, January 13, 2021

3:00 PM

***SPECIAL ACCOMMODATIONS. Civil Service Commission Meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting.***

Due to social distancing restrictions all meeting are held via Zoom meeting and open to public participation.

Join Zoom Meeting

[https://us02web.zoom.us/j/84383931130?  
pwd=TIF5QnoyMnN3YWRRDV09Jdkh1NkdSdz09](https://us02web.zoom.us/j/84383931130?pwd=TIF5QnoyMnN3YWRRDV09Jdkh1NkdSdz09)

Meeting ID: 843 8393 1130

Passcode: 727911

One tap mobile

+16699009128,,84383931130# US (San Jose)  
12532158782,,84383931130# US

+(Tacoma)

### **Police Civil Service Commission Meeting**

- .1. Call to Order**
- .2. Roll Call**
- .3. Elect a Chair**  
[Bartholomew, City Clerk]
- .4. Elect a Vice-Chair**  
[Bartholomew, City Clerk]
- .5. Disclosures by Police Civil Service Board Members**
- .6. Consideration of Changes in Agenda and Setting the Agenda**
  - a. MOTION BY \_\_\_\_\_, second by \_\_\_\_\_, that the following changes to the Agenda be approved:
  
  - b. MOTION BY \_\_\_\_\_, second by \_\_\_\_\_, that the Agenda be set as submitted or changed.

**.7. Announcements**

**.8. Updates by Staff**

**.9. Police Agenda**

**.9.A. Consideration of approval of Police CSC Minutes from October 14, 2020 Regular Meeting**

Recommended Motion:

to approve the Police Civil Service Commission minutes from the October 14, 2020 regular meeting.

Documents:

[CSCP Minutes 10-14-2020.Pdf](#)

**.9.B. Consideration to Certify a List for Sworn Officer**

Documents:

[CSCP Sworn Officer List 1-2021.Pdf](#)

**.10. Public Comments**

**.11. Adjournment**

## Fire Civil Service Commission Meeting

- .1. Call to Order
- .2. Roll Call
- .3. Disclosures by Fire Civil Service Board Members
- .4. Consideration of Changes to the Agenda and Setting the Agenda
  - a. MOTION BY \_\_\_\_\_, second by \_\_\_\_\_, that the following changes to the Agenda be approved:
  
  - b. MOTION BY \_\_\_\_\_, second by \_\_\_\_\_, that the Agenda be set as submitted or changed.
- .5. Announcements
- .6. Updates by Staff
- .7. Fire Agenda

### .7.A. Consideration of approval of Fire CSC Minutes from October 14, 2020 Regular Meeting

Recommended Motion:

I move to approve the Fire Civil Service Commission meeting minutes from the October 14, 2020 Regular Meeting.

Documents:

[FCSC Minutes 10-14-2020.Pdf](#)

### .7.B. Consideration of Company Officer Exam scheduling for April 12-16, 2021

[Fire Chief Johnson]

### .7.C. Consideration of Approval of proposed Firefighter Entry Level testing schedule.

[Fire Chief Johnson]

Recommended Motion:

I move to approve the proposed Firefighter Entry Level testing schedule.

Proposed Firefighter Entry Level Testing Schedule:

- 4/24/21. 0900-1200 Candidate Physical Ability Test (CPAT) orientation
- 5/22/21. 0830-1200 CPAT Practice Session #1
- 6/5/21. 0830-1200 CPAT Practice Session #2
- 6/13/21. 0930-1200 Written Exam #1
- 6/13/21. 1330-1600 Written Exam #2
- 6/19/21. CPAT testing session #1: 0830-1730 (for candidates that have not participated and passed in a practice session)
- 6/20/21. CPAT testing session #2: 0830-1200 (for candidates that have not participated and passed in a practice session)
- 6/20/21. Scored Oral Interviews
- 6/21/21. Scored Oral Interviews
- 6/22/21. Scored Oral Interviews (if necessary)

- 7/14/21. Fire Department Candidate list presented to Civil Service Commission for Certification

**.8. Public Comments**

**.9. Adjournment**

**MINUTES  
CITY OF LARAMIE, WYOMING  
POLICE CIVIL SERVICE COMMISSION  
CITY HALL  
OCTOBER 14, 2020**

**1. Call to Order**

Meeting of the Police Civil Service Commission was called to order by Commissioner Kenison at 3:01 p.m.

**2. Roll Call**

Roll call showed present: Kenison, Shumway, and Paulekas. Absent: None.

**3. Disclosures by Police Civil Service Board Members**

None.

**4. Consideration of Changes in Agenda and Setting the Agenda**

MOTION BY PAULEKAS, seconded by Shumway, that the Agenda be set as presented.

MOTION CARRIED by voice vote.

**5. Announcements**

None.

**6. Updates by Staff**

None.

**7. Police Agenda**

**7.A. Consideration of approval of Police CSC Meeting Minutes from the July 8, 2020 meeting.**

MOTION BY SHUMWAY, seconded by Paulekas, to approve the July 8, 2020 regular meeting minutes for the Police CSC agenda.

MOTION CARRIED by voice vote.

**7.B. Certify a Dispatcher List**

MOTION BY PAULEKAS, seconded by Shumway, to certify the Law Enforcement/Fire Department Dispatch list.

MOTION CARRIED by voice vote.

**7.C. Establish a List for Sworn Officer**

MOTION BY SHUMWAY, seconded by Paulekas, to ask our Chief of Police to move forward to establish a list for Sworn Officer to be considered once it is completed at the January meeting.

MOTION CARRIED by voice vote.

**MINUTES  
CITY OF LARAMIE, WYOMING  
POLICE CIVIL SERVICE COMMISSION  
CITY HALL  
OCTOBER 14, 2020**

**8. Public Comments**

None.

**9. Adjournment**

MOTION BY PAULEKAS, seconded by Shumway, to adjourn.

MOTION CARRIED by voice vote.

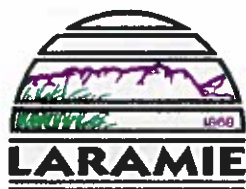
Police Civil Service Commission adjourned at 3:08 p.m.

Approved:

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Nancy Bartholomew  
City Clerk

Date



**City of Laramie  
Police Department  
620 Plaza Court  
Laramie, WY 82070**

Chief of Police 721-3552  
Administration 721-3547  
Dispatch 721-2526

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**October 29, 2020**

The Laramie Police Department conducted testing to establish an eligibility list October 26<sup>th</sup> – 28<sup>th</sup>, 2020. We advertised in the Laramie Boomerang starting in August 2020 and on the hiring website IDEED.com.

We received seventy-eight (78) applications, eleven (11) applicants were disqualified due to age requirements or a Primary Rejection Criteria. twenty-nine (29) applicants voluntarily withdrew, that left thirty-eight (38) applicants eligible to test.

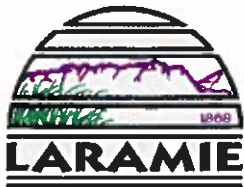
Twenty (20) applicants arrived for the Physical Assessment Test (PAT) on October 26<sup>th</sup>-27<sup>th</sup>, consisting of sit-ups, push-ups and a 13-minute run, all based off the Cooper Standards. Eight (8) of the applicants did not pass the Physical Testing and were disqualified.

The POST examination was taken on October 27<sup>th</sup>, 2020 and all twelve (12) applicants passed the examination at the Laramie Police Department. This brought the number for oral boards to twelve (12) applicants which was down from May 2020's pool of nineteen (19).

We conducted twelve (12) interviews October 28<sup>th</sup>, 2020, passing seven (7) applicants with a combined score of 75% or higher.

Respectfully submitted,

Ralph J. Lehtinen  
Training Sergeant



**City of Laramie  
Police Department  
620 Plaza Court  
Laramie, WY 82070**

Chief of Police 721-3552  
Administration 721-3547  
Dispatch 721-2526

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**Laramie Police Department  
Civil Service Eligibility List  
Police Officer  
Testing: October 26<sup>th</sup> – 28<sup>th</sup>, 2020**

<u>Rank</u>	<u>Score</u>	<u>Applicant</u>	<u>Date Certified</u>
1	88.75	Strom, Joshua David	10/30/2020
2	86.83	Birch, Christopher James	10/30/2020
3	85.41	Lytle, Dylan James	10/30/2020
4	84.66	Cain, Christopher M	10/30/2020
5	83.37	Hansen, Jene Catherine	10/30/2020
6	82.50	Palmer, Dana	10/30/2020
7	81.60	Beran, Cole Daniel	10/30/2020
8	79.62	Hawn, Kyle	05/11/2020

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certified  
Laramie Police Department  
Civil Service Commission



**MINUTES  
CITY OF LARAMIE, WYOMING  
FIRE CIVIL SERVICE COMMISSION  
CITY HALL  
OCTOBER 14, 2020**

**1. Call to Order**

Meeting of the Fire Civil Service Commission was called to order by Chairman Kenison at 3:09 p.m.

**2. Roll Call**

Roll call showed present: Kenison, Shumway, and Paulekas. Absent: None.

**3. Disclosures by Fire Civil Service Board Members**

None.

**4. Consideration of Changes in Agenda and Setting the Agenda**

MOTION BY PAULEKAS, second by Shumway, that the Agenda be set as presented.

MOTION CARRIED by voice vote.

**5. Announcements**

None.

**6. Updates by Staff**

None.

**7. Fire Agenda**

**7.A. Consideration of approval of Fire CSC Meeting Minutes from the July 8, 2020 meeting.**

MOTION BY PAULEKAS, seconded by Shumway, to approve the prior Fire CSC Meeting Minutes from the July 8, 2020 meeting.

MOTION CARRIED by voice vote.

**7.B. Certification of testing results of the Laramie Fire Department Equipment Operator Promotional Examination conducted August 17 - 21, 2020.**

MOTION BY PAULEKAS, seconded by Shumway, to approve the Equipment Operator eligibility list.

MOTION CARRIED by voice vote.

**8. Public Comments**

Kevin Lam introduced Gus Stonum.

**MINUTES  
CITY OF LARAMIE, WYOMING  
FIRE CIVIL SERVICE COMMISSION  
CITY HALL  
OCTOBER 14, 2020**

**9. Adjournment**

MOTION BY PAULEKAS, seconded by Shumway, to adjourn.

MOTION CARRIED by voice vote.

Fire Civil Service Commission adjourned at 3:16 p.m.

Approved:

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Nancy Bartholomew  
City Clerk

Date