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**Board of Fire and Police Commissioners  
August 9, 2023, Minutes**

Present:

Ken Brown  
Tim McTaggart  
Steve Malinsky  
Mayor Robert Hasty  
Chief Brent Roalson  
Captain Mike Cheatham

Captain Kyle Booras  
Chief Brian Bressner  
Deputy Chief Mike Mills  
Brienne Petersen

Ken Brown called the meeting to order at 10:02 a.m.

**Public Comment**

None

**Minutes**

Moved by Steve Malinsky second by Tim McTaggart, to approve the minutes of the July 5, 2023, meeting as written. All ayes. Motion passed.

**Fire Hiring Update**

Four offers have been made and have completed their pre-employment tests just waiting on receiving all results to set a start date. One offer was made after one candidate dropped out of the pre-employment process but hoping his pre-employment tests will be completed in the next couple of weeks. There was discussion regarding the ease to obtain a CPAT as many candidates on the eligibility register were passed over due to not having a valid CPAT at the time of conditional offer so they will get one more chance.

**Police Hiring Update**

Mark Gaspar will graduate the academy on August 24, 2023. The board received a request for hire from Commissioner Ganiere due to the resignation of Nicholas Pagan. This adds to a previous request for a total of two open positions within the Police Department. At this time, the list for entry level positions has been exhausted and a lateral eligibility register has not been established due to a lack of applications in prior requests to accept applications. There is an academy in September but there will not be a new hire ready for that academy and the next academy after that is in December. At the time of the meeting, there were no applications received for lateral transfers, but the board is accepting applications through September 8<sup>th</sup>. There have been three inquiries, but none have submitted applications as of date.

**Police Testing**

The board determined to continue with the remote testing for entry level patrol officers. The application will go live August 14, 2023. There will be 6 weeks of advertising and the remote test will be available September 25 through September 29, 2023. Oral interviews are scheduled for October 10, 2023.

**Police Promotional Testing**

Testing for Sergeant is underway, and the test is scheduled for September 21, 2023. Ken will follow up with Carol and LETA to see how the test creation process is coming along.

**Rules Amendment**

The Board will amend its rules as follows:

CHAPTER IV – PROMOTIONAL EXAMINATIONS\*

SECTION 1: Police Department

F. In order to be eligible for promotion to rank of Corporal patrolman must meet the minimum qualification of three years of active consecutive service within the Ottawa Police Department from the date of hire on or before applications are closed for promotion. ~~Patrolman hired pursuant to the Lateral Transfer provisions of CHAPTER III, Section 2, shall be given credit for two (2) years of active consecutive service and will be eligible for promotion to the rank of Corporal upon successful completion of the twelve (12) month probationary period on or before applications are closed for promotion.~~

\*The language with the strike-through line shall be stricken from the rules.

Moved by Steve Malinsky, second by Tim McTaggart to amend the rules and regulations of the board as stated above. All ayes. Motion passed.

**Executive Session**

Moved by Steve Malinsky, second by Ken Brown to enter into executive session at 10:27 a.m. to discuss a matter of personnel.

Ken Brown: Aye

Steve Malinsky: Aye

Tim McTaggart: Aye

All ayes. Motion Passed.

The Board reconvened into open session at 10:53 a.m.

**New Business**

Moved by Steve Malinsky, second by Tim McTaggart to accept the recommendation of Dr. Hunneke’s psychological examination for candidate Jordan Strange. All ayes. Motion passed.

Moved by Ken Brown, second by Tim McTaggart to accept the recommendation of Chief Bressner on the four background investigation reports for the Fire Fighter candidates. All ayes. Motion passed.

Moved by Ken Brown, second by Steve Malinsky to accept the resignation of Nicholas Pagan from the Police Department. All ayes. Motion passed.

**Old Business**

None.

**Correspondence**

None.

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Next meeting is scheduled for September 13, 2023, at 10:00 a.m.

**Adjournment**

Moved by Steve Malinsky, second by Ken Brown, to adjourn at 10:58am a.m. Motion passed.

Respectfully submitted,

Brianne Petersen  
Human Resource Director

<u>Eligibility Register</u>	<u>Expiration Date</u>	<u>Register Adopted</u>
Patrol Officer	Exhausted June 21, 2023	
Police Officer-Lateral Transfer	Exhausted April 13, 2022	
Police Sergeant	Exhausted June 21, 2023	
Police Captain	November 15, 2024	
Police Corporal	November 15, 2024	
Firefighter	July 6, 2025	
Fire Lieutenant	September 20, 2024	
Fire Captain	September 20, 2024	