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**Board of Fire and Police Commissioners  
February 14, 2024, Minutes**

Present:

Kenneth Brown  
Tim McTaggart  
Steve Malinsky  
Chief Brent Roalson  
Captain Mike Cheatham  
Captain Kyle Booras

Chief Brian Bressner  
Deputy Fire Chief Mike Mills  
Commissioner Tom Ganiere  
Marc Hoster  
Brienne Petersen

Ken Brown called the meeting to order at 10:00 a.m.

**Public Comment**

None

**Minutes**

Moved by Steve Malinsky second by Tim McTaggart, to approve the minutes of the January 3, 2024, meeting as written. All ayes. Motion passed.

**Rules Update/Police Promotional Language**

PBLC President Marc Hoster requested a change to the FPC rules regarding promotions for the Police Department. The language as of February 18, 2023 stated:

In order to be eligible for promotion to rank of Corporal patrolmen 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.

It was brought to the Union's attention that effective August 2023 meeting, the language was updated to the following:

. In order to be eligible for promotion to rank of Corporal patrolmen 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 union held a meeting on December 19, 2023 and the union was almost unanimously in support of allowing lateral transfers who have completed probation test for promotion, with only (1) no vote.

The Union is requesting that the rules be updated back to the language that allows for laterals completing probation to test for promotion. Please see the attached letter from the Union.

Moved by Steve Malinsky second by Ken Brown to update the language in the rules. The new language will be presented at the March meeting. All ayes. Motion passed.

#### **Police Promotional Testing**

The Police Department would like to use LETA for the upcoming promotional testing of classifications Captain and Corporal. The testing date will be in October, but no date has been set yet.

Moved by Steve Malinsky, seconded by Tim McTaggart to approve LETA for Police Department promotional testing for the classification of Captain and Corporal. All ayes. Motion passed.

#### **Probationary Letters for Firefighters**

Chief Brian Bressner submitted a letter of request to inform the board that Firefighter Adrian Banat and Firefighter Connor Laube have completed their probationary period. Chief Bressner asked that both Firefighters be notified by the board of the completion of probation and congratulated on exemplary effort. The board will send out letters.

#### **Fire Hiring**

The Fire Department presented written background reports to the board for the five candidates that were extended conditional offers. All candidates also passed their medical and psychological exams and a start date of February 19, 2024, has been set for C. Sherwood, R. Smith, M. Biesack, J. Ellena, and J. McGuire.

Moved by Steve Malinsky, seconded by Tim McTaggart to approve the start date of February 19, 2024, for the above five Fire candidates. All ayes. Motion passed.

#### **New Business**

Officer Alex Jordan has submitted his resignation to the Police Department as of February 23, 2024. Commissioner Ganiere will submit a letter to the board requesting authorization for a new hire off of the current eligibility register to be voted on at the March meeting as the Police Department has a spot in the May academy.

#### **Old Business**

Ken reached out to Cantlin regarding the sharing of the cost of preemployment exams with the pension board and then giving the pension board a copy of the written reports. Cantlin is going to check into this and get Ken information. There was also discussion of personnel files and what records need to be in those files.

#### **Correspondence**

None

Next meeting is scheduled for March 13, 2024, at 10:00 a.m.

#### **Adjournment**

Moved by Tim McTaggart, second by Ken Brown, to adjourn at 10:44 a.m. Motion passed.

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Respectfully submitted,

Brianne Petersen  
Human Resource Director

<u>Eligibility Register</u>	<u>Expiration Date</u>	<u>Register Adopted</u>
Patrol Officer	November 9, 2025	
Police Officer-Lateral Transfer	Exhausted December 13, 2023	
Police Sergeant	October 11, 2026	
Police Captain	November 15, 2024	
Police Corporal	November 15, 2024	
Firefighter	July 6, 2025	
Fire Lieutenant	September 20, 2024	
Fire Captain	September 20, 2024	

City of Ottawa Board of Fire and Police Commissioners,

We are writing you on behalf of the Ottawa Police Benevolent Labor Committee (PBLC), which is the union who represents the Patrolman, Corporals and Sergeants of the Ottawa Police Department. As the executive board of the Union, it has been brought to our attention at your February 2023, meeting the rules of the City of Ottawa Board of Fire and Police Commission were amended to state the following.

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.**

It was later brought to our attention, at your August 2023, meeting the language allowing lateral transfers to test for promotion after one (1) year of service with the Ottawa Police Department was removed.

On December 19, 2023, the PBLC held a meeting, where this was discussed. The PBLC members discussed this at length and feel it is a benefit to the Ottawa Police Department to allow lateral transfers to test for promotion once completing probation. The union was almost unanimously in support of allowing lateral transfers who have completed probation test for promotion, with only one (1) no vote.

On behalf of the PBLC we are asking the board to revisit this issue and allow lateral transfers to test for promotion.

Sincerely,



PBLC President Marc Hoster



PBLC Vice President/Secretary Robert Nilles