

CIVIL SERVICE COMMISSION MEETING
5:00 p.m., Tuesday, September 27, 2011
City Hall 2nd Floor Conference Room

MEETING MINUTES

Commissioners:

Toni Bachman, Chairman	Present
Bert Fleck	Absent
Joe Morrow	Present
Jim Campbell	Present
Phillip Lea	Present

City/Department Representatives:

Paul Northcut, City Council Liaison	Present
Trey Smith, City Attorney	Present
Tom McMillen, Chief of Police	Present
John Cochran, Fire Chief	Present
Tracey Cline-Pew, Human Resources	Present

Toni Bachman, Chairman called the meeting to order at 5:00 p.m.

The Commission reviewed the minutes of the August meeting. Jim Campbell made a motion that the August minutes be approved. Joe Morrow seconded the motion. The minutes were unanimously approved.

OLD BUSINESS

Civil Service Commission

None.

Police

None.

Fire Department

None.

NEW BUSINESS

Commission

- Chief Cochran brought an Amendment to Arkansas Code 14-51-301, Section 1 – “Entry and Promotion Eligibility List for Temporary Appointment to Police and Fire Departments” to the commission’s attention and pointed out that the unions had lobbied hard to tighten up the language. (Changes are highlighted in the document attached hereto and incorporated herein.) Trey Smith pointed out that the change allows for eligibility lists to be administered on an as-needed basis rather than maintaining a current list of valid candidates. Chief Cochran stated that the Fire Department would always keep a valid list for lower ranks. Chief McMillen noted that adopting the changes would save the Police and Fire Department’s money, especially in the upper ranks where promotions are uncommon. Chief Cochran advised that some of the proposed revisions to Arkansas Code 14-51-301 did not pass, for example the unions wanted the commission to pay attorney fees for members who went to the commission with an appeal.

Trey Smith asked whether the commission wanted to formalize the revisions and make them a part of the local rules and regulations. Chief Cochran suggested that the commission revise the local rules and regulations to reflect the changes in Arkansas Code 14-51-301, Section 1. Trey Smith stated that the revisions found in Sections 4(A) and 8(D) were optional, whereas all other changes were mandatory.

Phillip Lea made a motion that the commission revise the local rules and regulations to include all mandatory sections of the amendment to Arkansas Code 14-51-301, Section 1 and also include the optional section 8(D). Jim Campbell seconded the motion. The motion passed unanimously.

Fire Department

- Chief Cochran asked the commission to consider an amendment to Appendix 6 of the local rules and regulations regarding Fire Department Promotional Prerequisites. Chief Cochran stated that he would like to add one more prerequisite – NFIRS Self Study Course: Q-494. He said that in recent years no one from the Fire Department had received any training or technical review in this regard. In the future, he would like for any candidate for the rank of Driver to be required to take this course. In the meantime, existing Captains at the Fire Department are being mandated to take the course.

Jim Campbell made a motion that NFIRS Self Study Course: Q494 be added to Appendix 6 of the local rules and regulations. Joe Morrow seconded the motion. The motion passed unanimously.

Police Department

- Chief McMillen advised that there were approximately 30 entry-level applicants at this time. The closing date for applications is October 7, 2011. The dates and times of the entry level testing are as follows:

October 15, 2011	8:00 a.m.	PAT Testing	Police Firing Range Airport Road Russellville, AR 72801
October 15, 2011	1:00 p.m.	Written Test	Russellville Police Station 115 West H Street Russellville, AR 72801
October 22, 2011	8:00 a.m.	Oral Interview	Russellville Police Station 115 West H Street Russellville, AR 72801

Toni Bachman, Joe Morrow, Phillip Lea and Jim Campbell will be present on October 15, 2011. Toni Bachman pointed out that a quorum needed to be present on October 22, 2011 for the oral interviews.

Phillip Lea made a motion that the meeting be adjourned. The motion was seconded by Joe Morrow. Toni Bachman declared the meeting adjourned at 5:50 p.m.