

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
MEETING MINUTES
February 1, 2021
SAINT PETER MUNICIPAL BUILDING, CONFERENCE ROOM D**

MEMBERS PRESENT: Colleen Spike & Megan Ruble

OTHERS PRESENT: Matthew Peters, Chief of Police

CALL TO ORDER: Chairperson Spike called the annual meeting to order.

APPROVAL OF THE AGENDA: Chairperson Spike made a motion to approve the agenda as stated. Secretary Ruble seconded the motion. Motion passed.

APPROVAL TO ACCEPT MINUTES: Secretary Ruble made a motion to approve the June 17, 2020 minutes. Chairperson Spike seconded the motion. Motion passed.

SWEARING IN OF MEMBERS: Chief Peters swore in Megan Ruble for her reappointed position for 2021-2023.

APPROVAL OF CIVIL SERVICE COMMISSION RULES: Discussion commenced regarding Civil Service Commission rules and job descriptions. After a language change and date change, Chairperson Spike motioned to approve the Civil Service Commission Rules. Secretary Ruble seconded the motion. Motion passed.

ELECTION OF CIVIL SERVICE COMMISSION SECRETARY: Chairperson Spike made a motion to re-elect Megan Ruble as secretary. Secretary Ruble seconded the motion. Motion passed.

SAINT PETER POLICE DEPARTMENT PERSONNEL REPORT: Chief Peters presented a current list of department personnel.

ACCEPTANCE OF RESIGNATION LETTERS: Chief Peters presented resignation notice from Detective Sandland and resignation letter from Officer Schaeffer. Chairperson Spike made a motion to accept Detective Sandland and Officer Schaeffer's resignations. Secretary Ruble seconded the motion. Motion passed.

CERTIFICATION OF PATROL OFFICER ELIGIBILITY LIST: Chief Peters presented the police officer eligibility list. Secretary Ruble motioned to certify the list. Chairperson Spike seconded the motion. Motion passed.

APPROVAL OF PROVISIONAL HIRES: Secretary Ruble made a motion to present conditional offers of employment to the top two scoring candidates; Mr. Mitchell Tersteeg and Ms. Sara Daily. The candidates will be presented to the full City Council with the successful conclusion of both physiological and physical exams. Chairperson Spike seconded the motion. Motion passed.

POLICE DETECTIVE PROMOTION PROCESS: Chief Peters outlined the process for promotion to police detective. Chairperson Spike made a motion to approve the police detective promotion process with the consideration of inclusion of a sensitivity evaluation in regards to marginalized and diverse populations. Secretary Ruble seconded the motion. Motion passed.

ADJOURNMENT: Chairperson Spike made a motion to adjourn the meeting. Secretary Ruble seconded the motion.

Meeting adjourned.

Megan Ruble, Secretary
Civil Service Commission

ATTEST:

Matthew Peters
Chief of Police