

"The following minutes have not yet been adopted by the Civil Service Commission. While draft minutes may be made available to the public, meeting minutes do not become official documents until they have been formally adopted by action of the Commission at a regular meeting."

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
MINUTES OF THE SPECIAL MEETING**

August 17, 2021

7:30 AM

SAINT PETER COMMUNITY CENTER, GOVERNOR'S ROOM

MEMBERS PRESENT: Colleen Spike, Dennis Blankensop, & Megan Ruble

OTHERS PRESENT: Matthew Grochow, Chief of Police & Todd Prafke, City Administrator

CALL TO ORDER: Chairperson Spike called the meeting to order at 07:39 AM.

APPROVAL OF THE AGENDA: Member Blankensop made a motion to approve the agenda as presented. Secretary Ruble seconded the motion. With all in favor, motion passed.

APPROVAL TO ACCEPT MINUTES: Secretary Ruble made a motion to approve the July 20th, 2021 minutes. Chairperson Spike seconded the motion. With all in favor, motion passed.

DETECTIVE PROMOTION RECOMMENDATION: Chief Grochow described the Detective selection process by the two internal candidates including an application, case review, and the oral interview board. Chief Grochow and interview board recommended the promotion of Officer David Krzmarzick to Detective. A motion was made by Member Blankensop to recommend the promotion of Officer Krzmarzick. Chairperson Spike seconded the motion. With all in favor, motion passed.

UPDATED JOB DESCRIPTION AND PATROL SERGEANT CANDIDATE RECRUITMENT: Chief Grochow presented a job description update for Patrol Sergeant. He recommended an internal hiring and recruitment process for the position of Patrol Sergeant. Chief Grochow outlined the desire for additional direct supervision on the night shift along with experience and support for newer Patrol Officers. Retention and promotion opportunity, which was identified in the questionnaire Chief Grochow sent to all Officers at the outset of his position as Chief, is provided by this position. Member Blankensop made a motion to proceed with the Patrol Sergeant internal process. Secretary Ruble seconded the motion. With all in favor, motion passed.

ADJOURNMENT: There being no further business, Secretary Ruble made a motion to adjourn the meeting. Member Blankensop seconded the motion. With all in favor, the meeting was adjourned at 8:08 A.M.

Colleen Spike, Chairperson
Civil Service Commission

ATTEST:

Matthew Grochow
Chief of Police