

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**

September 16, 2021

7:30 AM

SAINT PETER COMMUNITY CENTER, GOVERNOR'S ROOM

MEMBERS PRESENT: Dennis Blankensop, & Megan Ruble

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

CALL TO ORDER: Chief Grochow called the meeting to order at 07:54 AM.

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

APPROVAL TO ACCEPT MINUTES: Secretary Ruble made a motion to approve the August 17th, 2021 minutes. Member Blankensop seconded the motion. With all in favor, motion passed.

CERTIFICATION OF PATROL OFFICE CANDIDATE: Chief Grochow presented information on the results of the Police Officer recruitment, recommending the certification of the top candidate. Member Blankensop made a motion to certify the top candidate, Secretary Ruble seconded the motion. With all in favor, motion passed.

APPROVAL OF PROVISIONAL HIRE: Member Blankensop made a motion to present a conditional offer of employment to Mr. Jason Squires contingent upon the successful conclusion of both the physiological and physical exams. Secretary Ruble seconded the motion. With all in favor, motion passed.

PATROL SERGEANT PROMOTION RECOMMENDATION: Chief Grochow described the selection process by the two internal candidates including an application and the oral interview board. Chief Grochow and interview board recommended the promotion of Officer Keith Ruffing to Patrol Sergeant. A motion was made by Secretary Ruble to recommend the promotion of Officer Ruffing. Member Blankensop seconded the motion. With all in favor, motion passed.

REOPENING PATROL OFFICER CANDIDATE RECRUITMENT/SCHOOL RESOURCE & RESERVE OFFICER UPDATE: Chief Grochow discussed the timeline of the reopened Patrol Officer process. City Administrator Prafke updated the Civil Service Commission on meetings with school officials regarding the clarification of roles of the School Resource Officer. Chief Grochow reported on the School Resource Officer assignment of Officer Ryan Eberhart and updated the Commission on the Police Reserve numbers and recruitment efforts.

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 8:20 A.M.

Colleen Spike, Chairperson
Civil Service Commission

ATTEST:

Matthew Grochow
Chief of Police