**Monday, February 3rd, 2025**

Location: CAWH City Office Bldg

**Civil Service Commission**

**Meeting Minutes**

**I. Call to Order: 11:04 AM**

**II. Roll Call:** Commissioner Mitchell – present

Commissioner Campbell – present

Secretary Schuller – present

**III. Approval of Agenda:** By consensus of the commissioners, the agenda was approved.

**IV. Approval of Minutes:** By consensus of the commissioners, the minutes of the January 6th meeting were approved.

**V. Public Comment:** There were no public comments.

**VI. Department Reports:**

**Fire Department:** Chief Metzer was not in attendance. Chief Richmond reported on behalf of the FD that they were fully staffed.

**Police Department:** Chief Richmond reported that the department would have two new hires in place this month (February). Efforts are ongoing to recruit and hire additional officers, and there are currently no qualified candidates on the hiring roster.

**Civil Service Department:** Secretary Schuller reported receiving the department reports and that the process was working well.

**VII. Old Business:** None.

**VIII. New Business:**

**a.** Brief discussion regarding the new department report forms (for brevity and in lieu of the department chiefs attending the meeting in person). Both departments and the Secretary expressed approval for the process.

**IX. Executive Session:** None.

**X. Hearings:** None.

**XI. Adjournment @** 11:17 AM. **Next meeting: 3 March 2025 @ 11:00 AM.**