

# **SPRINGDALE CIVIL SERVICE COMMISSION AGENDA**

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**Police Department Tactical Training Room – 2<sup>nd</sup> Floor  
Criminal Justice Building**

***MONDAY, APRIL 11, 2022  
8:30 a.m.***

1. Call to Order - Chairman Bob Downum
2. Roll Call
3. Approval of Minutes: January 26, 2022 Meeting **Pgs. 2 - 4**
4. Welcome New Commissioners
5. Police Department – Chief Frank Gamble
  - Closing out of the January Certified New Hire list (see attached) **Pg. 5**
  - Request approval to hire Gomez Zackious who left employment December 29, 2021
  - Update on the January 2022 Entry Level Police Test
6. Fire Department – Chief Blake Holte
  - New Hire Application Period (see attached email for details) **Pg. 6**
    - Application Period
    - Fire Department Panel Interview
    - Civil Service Interview
    - Review of updated Interview Questions
    - Reinstatement of Easton Fields (see attachments) **Pgs. 7 & 8**
    - Discuss request change to reflect allowance for "Rule of 5"
    - Reminder of upcoming Captains Test **Pg. 9**
    - Reminder of upcoming Assistant Chief Test/Interviews
7. Old Business
8. Comments from Commissioners
9. Adjourn

**Springdale Civil Service Commission  
January 26, 2022 Minutes**

The Springdale Civil Service Commission met on Wednesday, January 26, 2022 at 8:30am in the Mickey Jackson Fire Training Center classroom.

Commission members present for the meeting were:

Bob Downum, Chairman  
Danny McGinley, Secretary  
Dave Chapman

Others present: Chief Holte, Asst. Chief Vaughan, Battalion Chief Bronner,  
Captain Frank Gamble, Ernest Cate, Tara Lewis

Chairman Bob Downum called the meeting to order at 8:30am.

APPROVAL OF MINUTES

-The Commissioners were presented the minutes from the January 10<sup>th</sup>, 2022 & January 15<sup>th</sup>, 2022 meetings. Commissioner Dave Chapman made the motion to approve the minutes as presented. Commissioner Danny McGinley seconded this motion. Motion passed.

POLICE DEPARTMENT

-Captain Frank Gamble provided an update to the commission on the change to the State Requirements for Employment for the Police Department (attached). Section 3-(a) now states: Be a citizen of the United States or a nonimmigrant legally admitted to the United States under the Compact of Free Association (Marshall Islands).

FIRE DEPARTMENT

-Chief Holte provided an update on the department's recent Operations Battalion Chief and Captain promotions. Clyde Clemons, Robert Head and Zedok Crabbe were promoted to Battalion Chief. Anthony Harder and Brandon Rochelle were promoted to Captain.

-Chief Holte and Chief Bronner presented for approval the proposed scoring for the Administrative Battalion Chief and Captain promotional exams. The candidates will be scored with a combination of 70% Interview & 30% Certification/Resume review. An eligibility register will be created & certified for each open administrative position with no minimum scoring requirement. Commissioner Dave Chapman made the motion to approve the promotional process as presented. Commissioner Danny McGinley seconded this motion. There was a voice vote of all ayes. Motion passed.

-Chief Holte and Chief Bronner presented the 2022 Operations Captain Promotional Exam Announcement (attached) for approval. The exam will be held April 19<sup>th</sup> & April 20<sup>th</sup> at the MJTC. They went over the highlighted updates with the commission. The commission will hold a meeting at the end of the promotional process to certify the list. This can be done by zoom on

April 20<sup>th</sup>. Commissioner Dave Chapman made the motion to approve the promotional exam process as presented. Commissioner Danny McGinley seconded this motion. There was a voice vote of all ayes. Motion passed.

-Chief Holte made a reminder to the commission that the Assistant Fire Chief interviews/certification will also be held with the May 2<sup>nd</sup> scheduled meeting.

EXECUTIVE SESSION

-At 9:03am, the meeting was moved into executive session so that the Civil Service Commission could conduct oral interviews with the entry level firefighter candidates. Commissioners Danny McGinley, Dave Chapman and Bob Downum were present for all 21 interviews.

ENTRY LEVEL FIREFIGHTER & ADMIN BC/CAPTAIN CERTIFICATION

-At 3:52pm the commission completed the executive session interviews and reconvened the meeting for the purpose of certifying the entry level firefighter candidate list and the Admin BC/Captain promotional lists. The following Commissioners were present when the meeting reconvened: Danny McGinley, Dave Chapman & Bob Downum. Others present were: Fire Chief Blake Holte, Battalion Chief Mike Bronner & Tara Lewis.

-Chief Holte presented the Commissioners the entry level firefighter test scores and final ranking. After a brief discussion, a motion was made by Commissioner Dave Chapman to certify all candidates, whose composite score was over 70%, based on their final ranking. Commissioner Danny McGinley seconded the motion. There was a voice vote of all ayes. Motion passed. The Fire Chief understands, under state law, the hiring procedure (by the rule of three). Those entry level firefighter candidates certified are:

- |                            |                      |
|----------------------------|----------------------|
| 1. Alexis Flagg            | 11. Joshua Baldwin   |
| 2. Devin Nielsen           | 12. Garret Neuman    |
| 3. Garrett Prater          | 13. Jerod Powell     |
| 4. Nathaniel Mays          | 14. David Evans      |
| 5. Josiah Raiford          | 15. Tyler McKinney   |
| 6. Tyler Langford          | 16. Andrew Copeland  |
| 7. Zakkari McGarrah        | 17. Dakota Simon     |
| 8. Samuel Sputo            | 18. Joshua Carpenter |
| 9. Fernando Cordova Ibarra | 19. Samuel Preciado  |
| 10. Jordan Powell          | 20. Nicholas Ejiogu  |

-Chief Holte presented the Commissioners the final scoring for the open positions of Fire Marshal, Public Education Captain & Training Captain. After a brief discussion, a motion was made by Commissioner Dave Chapman to certify all candidates as presented. Commissioner Danny McGinley seconded the motion. There was a voice vote of all ayes. Motion passed. The candidates certified are:

Fire Marshal

- Dustin McDonald
- Steve Goss

Public Education Captain

- Aaron Satterfield
- Justin Pinkley

Training Captain

- Cody Andrews
- Aaron Satterfield
- Jason Guthrie
- Blake Gadberry
- Noah Carter

There being no further business before the Commission, the meeting was adjourned at 3:59pm.

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Danny McGinley, Secretary

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Date Approved



# CITY of SPRINGDALE

POLICE DEPARTMENT  
OFFICE OF THE CHIEF OF POLICE

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To: Civil Service Commission  
CC: Mayor Doug Sprouse, HR Director Gina Lewis,  
City Attorney Ernest Cate  
From: Chief Frank Gamble  
Date: March 15, 2022  
Re: Civil Service Certified List – January 2022

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Commissioners,

I wanted to update you on the status of the January 2022 entry level police test. We extended conditional officers of employment to two candidates. The candidates have completed their medical exam, psychological exam and polygraph exam. Their start date will be on March 28<sup>th</sup>, 2022.

Below is the status of the candidates from our certified list from the January 2022 Civil Service entry level police test.

- 1 – Kyle York- Disqualified
- 2 – Jonathan Spessard- Hired
- 3 – Payton Gottsponer- Withdrew
- 4 – Dustin Novotny- Disqualified
- 5 – Mark Solis-Hired
- 6 – Garrett Miller-Disqualified
- 7 – Emma Marsh-Disqualified
- 8 – Jonathon Watts-Disqualified
- 9 – Houston Heathcoat- Disqualified
- 10 – Clayton Harmon-Disqualified
- 11 – Bradley Pitts-Disqualified
- 12 – Keshun Wells- Disqualified
- 13 – Jesus Bravo- Withdrew

Sincerely,

A handwritten signature in blue ink that reads "Frank Gamble".

Frank Gamble  
Chief of Police

SPRINGDALE POLICE DEPARTMENT, 201 SPRING STREET, SPRINGDALE, ARKANSAS 72764  
(479) 751-4542 CHIEF FRANK GAMBLE

## Beth Parnell

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**From:** Blake Holte <bholte@springdalear.gov>  
**Sent:** Monday, March 28, 2022 2:54 PM  
**To:** Bob Downum; Julie Loper; Danny McGinley; Charles Farmer; Beth Parnell; Frank Gamble  
**Cc:** Doug Sprouse; Colby Fulfer  
**Subject:** RE: Civil Service Mtg

Fire Department requests the following agenda items:

-New Hire application Period

-Application Period: 3/14/22 through 06/07/22

-Fire Department Panel Interviews: week of 06/13/22, most likely on the 14th & 15th or 15th & 16th

-Civil Service Interviews: week of June 27th- they can pick which days' work best for them. Last round they did them in one day, but should probably reserve two days.

-Review of updated interview questions

-Reinstatement of Easton Fields- Start date 05-16-2022

-Discuss request change to reflect allowance for "rule of 5"  
for appointment [14-49-304. Section (b)(6)(B)]

-Reminder of upcoming Captains test

- Reminder of upcoming Assistant Chief test/interviews at May 2nd meeting

Blake Holte  
Fire Chief  
Springdale Fire Department  
479-751-4510

## Beth Parnell

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**From:** Blake Holte <bholte@springdalear.gov>  
**Sent:** Monday, March 28, 2022 9:56 AM  
**To:** 'Bob Downum'; 'Julie Loper'; 'Danny McGinley'; 'Charles Farmer'; 'Beth Parnell'; 'Frank Gamble'  
**Cc:** 'Doug Sprouse'; 'Colby Fulfer'; 'Ernest Cate'  
**Subject:** Reinstatement of Easton Fields  
**Attachments:** Easton Fields re-instatement letter.pdf

Pursuant to rules and regulations of Springdale Civil Service Commission, Chapter 7 Reappointment and Reinstatement:

Mr. Easton Fields a Firefighter/EMT who resigned July 1, 2021 has requested re-instatement. Attached is a letter to that effect. Mr. Fields will be re-instated (pending pre-employment background check, drug screen, and physical) effective May 16th, 2022.

Easton left at Grade 61, Step 2 (\$38,708.00) and will be re-instated at Grade 61, Step 2 (\$41,302).

We will present this at the April 11 meeting for purposes of the official record.

Please contact me with any questions or concerns.

Blake Holte  
Fire Chief  
Springdale Fire Department  
479-751-4510

# Springdale Fire Department

Springdale Civil Service Commission  
201 Spring Street  
Springdale, Arkansas

March 21, 2022

Dear commissioners,

This letter is a notice of reinstatement for Easton Fields. Easton was a firefighter/EMT with our department August 3, 2020 until his resignation on July 1, 2021. He left in good standing. He will be reinstated as a FF/EMT. He left at Grade 61-02, \$38,708 per year, and will be returned to the same Grade and step at \$41,302. We currently have 18 operations division vacancies and only 16 recruits; adding a fully trained firefighter/EMT would be both timely and advantageous. We will present this at the next scheduled meeting to have it recorded in the minutes.

If you have any questions, please call me or Tara Lewis.

Sincerely,



Blake Holte  
Fire Chief





# SPRINGDALE FIRE DEPARTMENT

## 2022 Operations Captain Promotional Exam Announcement



### Testing Requirements and Eligibility

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This promotional exam is for the rank of Operations/Line Captain. To be eligible to test for this position, candidates are required to reach 5 years of service within the 2-year certification period. Candidates that have not met the 5-year service requirement prior to the promotional test will be allowed to sit for examination but will not be ranked on the certified register until meeting their 5-year service anniversary. In addition to the service requirement, candidates must possess the certifications referenced in the "CERTIFICATES, LICENSES, REGISTRATIONS" section of the City of Springdale Fire Department Job Description for Captain and listed below. *\*All certification and training requirements must be met by the April 19<sup>th</sup> Test Date.*

- SFD Acting Captain Certification
- IFSAC Firefighter I & II
- IFSAC Driver Operator Certificate
- Hazardous Materials Operations Level
- NIMS ICS 100, 200, 700 and 800
- IFSAC Officer I
- IFSAC Inspector I
- IFSAC Instructor I
- NFA Leadership in Supervision or equivalent

### Testing Format and Grading

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The format and scoring weights for the promotional exam are as follows:

- Phase 1- **Written Examination:** 100 question multiple choice test (40%)
- Phase 2- **Oral Interviews:** Oral Interview panel (20%)
- Phase 3- **Practical Scenarios:** 1-2 position related practical/role playing scenario/s (40%)

### Testing Dates

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The written examination (Phase 1) will begin on **Tuesday, April 19<sup>th</sup> at 0900 hrs.** The written test will be administered at the Mickey Jackson Training Center. Phase 2 (*Oral Interviews*) and Phase 3 (*Practical Scenarios*) will begin immediately following the written exam and carry over into **Wednesday, April 20<sup>th</sup>.**

A signup sheet will be available beginning **Monday, January 31<sup>st</sup>** in Fire Administration. All eligible candidates desiring to take the examination must ensure their name is on the signup sheet no later than **1700 hours on Friday March 4<sup>th</sup>.** Please see Stephanie Sisco or Shelly Parker to add your name to the signup sheet.

### Source Materials for the Written Examination

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- Fire Officers Handbook of Tactics 5<sup>th</sup> edition by John Norman (40 questions)
- IFSTA Structural Firefighting: Initial Response Strategy and Tactics, 2<sup>nd</sup> edition (25 questions)
- Springdale Fire Departments Policies & Procedures Manual (25 questions)
- Essentials of Fire Department Customer Service by Alan V. Brunacini (10 questions)

*\* Policy & Procedures revisions made after the March 4<sup>th</sup> deadline will not be tested*

### Source Materials for the Practical Scenarios and Oral Interview

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- City of Springdale Fire Captain Job Description as published on Target Solutions
- Springdale Fire Department Policies, Procedures, & Forms as published on Target Solutions
- City of Springdale Personnel and Procedures Manual as published on Target Solutions
- Rules and Regulations of the Springdale Civil Service Commission as published on Target Solutions

*\* Policy & Procedures revisions made after the March 4<sup>th</sup> deadline will not be tested*