

CITY OF CHEYENNE

FIRE DEPARTMENT CIVIL SERVICE COMMISSION PROCEEDINGS

Office of City Clerk/Clerk of the Commission, Cheyenne, Wyoming

May 6, 2025

City of Cheyenne Fire Department Civil Service Commission met at 10:00 a.m. in Room 208 of the Municipal Building, 2101 O'Neil Ave., with the following Commission members present: Chairman Mark Hardee, Scott Homar and Jeffie Wiggins-McMullen. Also present were: Kylie Soden, City Clerk/Clerk of the Commission; Luisa McGill, Administrative Specialist, City Clerk's Office; Human Resources Director Darrin Hass; Chief John Kopper, Deputy Chief Andrew Dykshorn (arriving at 10:30 a.m.) and Don Wood, Cheyenne Fire Rescue Department; City Attorney John Brodie and Commission Attorney Bill Hibbler.

Chairman Mark Hardee called the meeting to order. Mr. Homar, seconded by Ms. Wiggins-McMullen, moved to approve the January 29, 2025 minutes as written. Motion carried with all members voting "yes".

Mr. Hardee announced the next item of business was to review whether a Request for Hearing that was filed before the Commission regarding Case No. #25-F-01 was timely filed and that procedural requirements were met. City Clerk Kylie Soden reviewed Fire Civil Service Commission rules and regulations related to intent to appeal and request hearing procedural time limits and advised the filing was received via email on March 26, 2025. She explained the Respondent's Termination Statement was dated March 26, 2025, and it appeared the request was filed in a timely matter. Ms. Wiggins-McMullen moved to approve that the request had been timely filed, seconded by Mr. Homar. Mr. Homar requested clarification on the definition of "Answer" as referenced as a requirement to be included with a request for hearing in the Commission's rules and regulations, Chapter VI, Section 2. In order to receive additional information during a possible executive session, the proposed motion was tabled.

Mr. Homar moved to appoint Bill Hibbler as hearing officer and legal counsel for the Commission, seconded by Ms. Wiggins-McMullen. Motion carried with all members voting "yes".

Mr. Homar moved to meet in executive session to receive legal guidance from Mr. Hibbler involving the question raised by Mr. Homar, seconded by Ms. Wiggins-McMullen. Motion carried with all members voting "yes". [Clerk's note: Executive session convened at 10:14 a.m.]

Following closure of the executive session, Chairman Hardee reconvened the Commission meeting at 10:25 a.m. Rejoining the meeting were: Human Resources Director Darrin Hass, Chief John Kopper, Deputy Chief Andrew Dykshorn (arriving at 10:30 a.m.) and Don Wood, Cheyenne Fire Rescue Department. Discussion returned to the tabled motion regarding approving the request for hearing had been timely filed. Motion carried with all members voting "yes". Mr. Hardee turned

duties of the chair over to Mr. Hibbler as hearing officer to set the schedule for the hearing. Mr. Hibbler explained that according to the rules and regulations, if all time frames are met then the Commission must schedule the matter for hearing by June 24, 2025. Discussion followed on availability of legal counsel involved and Commissioner's schedules regarding a hearing date. It was determined the hearing would be held on June 18, 2025 in City Council chambers beginning at 9:00 a.m. Discussion continued on legal filing deadlines. Mr. Hibbler reviewed the hearing process in general and explained the hearing information and affiliated deadlines for legal filings would be included in an Order that would be prepared for issuance. Mr. Homar moved to set the hearing for June 18, 2025, seconded by Ms. Wiggins-McMullin. Motion carried with all members voting "yes".

Under other business:

Mr. Hardee identified a typographical error in Statements of Suspension and Termination forms in conjunction with requirements in the Commission's rules and regulations regarding the timeframe in which a hearing shall be held. It was noted the forms reference that the hearing shall be held within 30 days from receipt of the Complaint and the rules and regulations reference the hearing shall be held within 90 days from the date the Statement was filed with the Commission. Mr. Homar moved to update the statements to be congruent with Commission rules and regulations, seconded by Ms. Wiggins-McMullen. Motion carried with all members voting "yes". Mr. Homar moved that any modification to the Statements be reviewed by the Commission's legal counsel, seconded by Ms. Wiggins-McMullen. Motion carried with all members voting "yes".

Chief John Kopper provided information on proposed revisions to the Fire Commission's rules and regulations noting changes are in conjunction with the most recent Collective Labor Agreement and include updates for newly added and reclassified positions, grades created within rank structures and updates to become congruent with state statutes. He explained a future meeting can be scheduled to review proposed changes and that the most recent Collective Labor Agreement will go into effect on July 1st. City Attorney John Brodie advised that emergency rules can be enacted if needed on a temporary emergency basis to align with the July 1st effective date of the Collective Labor Agreement. Mr. Homar noted that it would be beneficial for the Commission's legal counsel to review the proposed rule changes. Discussion continued on time needed for review of proposed changes and the intent to schedule a future meeting to discuss changes.

There being no further business to come before the Commission, the meeting was officially adjourned at 10:48 a.m.

Submitted by,

Kylie Soden
City Clerk/Clerk of the Commission

pc: Commission members

File