

# CIVIL SERVICE COMMISSION REGULAR MEETING OF FIRE AND POLICE

COUNCIL CHAMBERS, CITY HALL, 406 IVINSON AVE

Wednesday, April 8, 2026

3:00 PM

**SPECIAL ACCOMMODATIONS.** Civil Service Commission Meetings are open to the public. Requests for accommodations from persons with disabilities must be made to the City Manager's Office 24 hours in advance of a meeting.

Topic: Civil Service Commission Regular Meeting

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## Fire Civil Service Commission Meeting

### .1. Call to Order

**.2. Roll Call**

**.3. Disclosures and Ex-parte Communications from Fire Civil Service Board Members**

**.4. Consideration of Changes in Agenda and Setting the Agenda**

a. MOTION BY \_\_\_\_\_, second by \_\_\_\_\_, that the following changes to the Agenda be approved:

b. MOTION BY \_\_\_\_\_, second by \_\_\_\_\_, that the Agenda be set as submitted or changed.

**.5. Announcements**

**.6. Updates by Staff**

**.7. Fire Agenda**

**.7.A. Consideration of Approval of Fire CSC Minutes from February 4, 2026 Regular Meeting**

**Recommended Motion:**

I move to approve the Fire Civil Service Commission meeting minutes from the February 4, 2026 Regular Meeting.

Documents:

[CSCF Minutes 2-4-26.Pdf](#)

**.7.B. Promotional Test for Equipment Operator in May 18-21, 2026**

**Recommended Motion:**

I move to approve the promotional testing for Equipment Operator in May 18-21, 2026.

1. Request to administer a promotional examination for an Equipment Operator Eligibility List.

a. The examination dates are May 18th-21st, 2026. Monday through Thursday. The examination consists of a written exam assessment and a practical exam assessment. Candidates must have a 70% score on each assessment section and a 75% overall to be placed on the eligibility list.

b. The Written exam is currently 40% of the overall score. The written exam will include the reference material for studying.

i. IFSTA Pumping and Aerial Apparatus Driver/Operator (Third Edition)

ii. IFSTA Principles of Vehicle Extrication (Third Edition)

- iii. · IFSTA Essentials of Firefighting (Sixth Edition)
  - iv. · Pierce Operation and Maintenance Manual (2003) Part # PRC-MMP-0103
  - v. · Maintenance and Blue Sheets and Digital Department Software, including Vector Solutions and Image Trend
  - vi. · Geography of City of Laramie and Albany County
  - vii. · Laramie Fire Department Apparatus, Equipment, and Contents
  - viii. · Laramie Fire Department Policy Manual, PowerDMS
  - ix. · Laramie Fire Department Standard Operating Procedures, PowerDMS
  - x. · Laramie Fire Department EMS Protocols, PowerDMS
  - xi. · Fleet Apparatus operator's manuals
  - xii. · Wyoming Driver's License Manual for Commercial and Heavy Vehicles
- c. The practical exam is currently 60% of the overall score. The practical exam has 4 components.
- i. Driving Exam - 15%
  - ii. Pumping and Drafting - 15%
  - iii. Aerial Operations - 15%
  - iv. Tools and Equipment - 15%
- d. All members of the department with a current CDL with Tanker endorsement can take the test, but only those with two years of service or more are eligible for promotion.
- e. This is a two year eligibility list.

## **.8. Public Comments**

## **.9. Adjournment**

### **Police Civil Service Commission Meeting**

#### **.1. Call to Order**

#### **.2. Roll Call**

#### **.3. Disclosures and Ex-parte Communications from Police Civil Service Board Members**

**.4. Consideration of Changes to the Agenda and Setting the Agenda**

a. MOTION BY \_\_\_\_\_, second by \_\_\_\_\_, that the following changes to the Agenda be approved:

b. MOTION BY \_\_\_\_\_, second by \_\_\_\_\_, that the Agenda be set as submitted or changed.

**.5. Announcements**

**.6. Updates by Staff**

**.7. Police Agenda**

**.7.A. Consideration of approval of Police CSC Minutes from February 4, 2026 Regular Meetings**

**Recommended Motion:**

I move to approve the Police Civil Service Commission minutes from the February 4, 2026 regular meeting.

Documents:

[CSCP Minutes 2-4-26.Pdf](#)

**.7.B. Contested Case Hearing Briefing**

[Sharon Buccino, Counsel]

Documents:

[CLC Civil Service Commission Backgrounder.pdf](#)

**.8. Public Comments**

**.9. Adjournment**

**CITY OF LARAMIE, WYOMING  
FIRE CIVIL SERVICE COMMISSION MINUTES  
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

**FEBRUARY 4, 2026**

**1. Call to Order**

Meeting of the Fire Civil Service Commission was called to order by Chairman Kenison at 3:23 p.m.

**2. Roll Call**

Roll call showed present: Sharon Cumbie, Justin Scott, and Bob Kenison. Absent: None.

**3. Disclosures by Fire Civil Service Board Members**

None.

**4. Consideration of Changes in Agenda and Setting the Agenda**

MOTION BY SCOTT, second by Cumbie, that the Agenda be set as submitted.

MOTION CARRIED by voice vote.

**5. Announcements**

**5.A. Todd Feezer Appointed as City Manager**

**6. Updates by Staff**

None.

**7. Fire Agenda**

**7.A. Consideration of Approval of Fire CSC Minutes from October 8, 2025 Regular Meeting**

MOTION BY SCOTT, seconded by Cumbie, to approve the Fire Civil Service Commission meeting minutes from the October 8, 2025 Regular Meeting.

MOTION CARRIED by voice vote.

**7.B. Certification of Firefighter/EMT Recruit Eligibility Test, 2026**

[Dan Johnson, Fire Chief; Jeremy Belaski, Shift Commander]

MOTION BY CUMBIE, seconded by Scott, to approve the certification of Firefighter/EMT Recruit eligibility list from 2026.

MOTION CARRIED by voice vote.

**8. Public Comments**

None.

**CITY OF LARAMIE, WYOMING  
FIRE CIVIL SERVICE COMMISSION MINUTES  
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

**FEBRUARY 4, 2026**

**9. Adjournment**

MOTION BY SCOTT, seconded by Cumbie, to adjourn.

MOTION CARRIED by voice vote.

Fire Civil Service Commission adjourned at 3:37 p.m.

Approved:

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Nancy Bartholomew  
City Clerk

Date

DRAFT

**CITY OF LARAMIE, WYOMING  
POLICE CIVIL SERVICE COMMISSION MINUTES  
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

**FEBRUARY 4, 2026**

**1. Call to Order**

Meeting of the Police Civil Service Commission was called to order by Commissioner Kenison at 3:37 p.m.

**2. Roll Call**

Roll call showed present: Sharon Cumbie, Justin Scott, and Bob Kenison. Absent: None.

**3. Disclosures by Police Civil Service Board Members**

None.

**4. Consideration of Changes in Agenda and Setting the Agenda**

MOTION BY CUMBIE, seconded by Scott, that the Agenda be set as submitted.

MOTION CARRIED by voice vote.

**5. Announcements**

None.

**6. Updates by Staff**

None.

**7. Police Agenda**

**7.A. Consideration of approval of Police CSC Minutes from October 8, 2025 Regular Meetings**

MOTION BY SCOTT, seconded by Cumbie, to approve the Police Civil Service Commission minutes from the October 8, 2025 regular meeting.

MOTION CARRIED by voice vote.

**7.B. Certify the 911 Emergency Communications Operator Recruit Eligibility List from January 14, 2026**

[Taun Smith, Assistant Police Chief]

MOTION BY SCOTT, seconded by Cumbie, to certify the 911 Emergency Communications Recruit Eligibility List from January 14, 2026.

MOTION CARRIED by voice vote.

**CITY OF LARAMIE, WYOMING  
POLICE CIVIL SERVICE COMMISSION MINUTES  
CITY HALL COUNCIL CHAMBERS, 406 IVINSON AVE, LARAMIE, WY 82070**

**FEBRUARY 4, 2026**

**7.C. Certify the Eligibility List for Police Officers from November 18, 2025**

[Taun Smith, Assistant Police Chief]

MOTION BY SCOTT, seconded by Cumbie, to certify the eligibility list for Police Officers from November 18, 2025.

MOTION CARRIED by voice vote.

**8. Public Comments**

None.

**9. Adjournment**

MOTION BY SCOTT, seconded by Cumbie, to adjourn.

MOTION CARRIED by voice vote.

Police Civil Service Commission adjourned at 3:44 p.m.

Approved:

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Nancy Bartholomew  
City Clerk

Date



## CIVIC LAW CENTER

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Sharon Buccino | 307 314-8353 | sbuccino@civiclawcenter.com

### **Background Briefing: Civil Service Commission Contested Case Hearing Process**

**PURPOSE:** To describe the process applicable to hearings held by the City of Laramie’s Civil Service Commission when acting on the recommendation of the Chief of Police to discharge a police officer as provided by Wyoming Statutes and the Commission’s [rules](#) for the Police Department

**PREPARED BY:** Sharon Buccino, WY Bar. No. 8-6620, under contract with the City of Laramie to advise the Civil Service Commission

#### ***Applicable law***

W.S. §15-5-101 to 122 governs Civil Service Commissions related fire and police personnel systems. Among other matters, the Commission considers requests to discharge a police officer.

The City of Laramie’s Civil Service Commission has adopted rules for the Police Department. Chpt XI governs discharge from the Police Department. Chpt XVI specifies the notice and process the Commission shall follow in a contested case hearing. (“CSC Police Rules”)

State-wide standards as well as orders issued by the Laramie Police Department govern the conduct of the city’s police officers. These include:

1. The rules adopted by the Wyoming Peace Officers Standards and Training Commission (“POST Rules”); and
2. General Order ADM 14 – Code of Conduct adopted by the Laramie Police Department

The City of Laramie’s Employee Handbook is also applicable to the extent that it does not conflict with the Civil Service Commission’s rules.

#### ***Right to Hearing and Notice***

The employee whose discharge is sought has a right to a hearing before the Commission. The employee shall make any hearing request within 10 days of service of notice of the proposed discharge. W.S. §15-5-112(b); CSC Police Rules, Chpt XI, Sec. 2.

The Commission shall establish a time and place for the hearing. The hearing shall not occur less than 10 days after notice of the hearing and the opportunity to be heard and present evidence has been served on the employee whose discharge is sought. CSC Police Rules, Chpt XI, Sec. 2. The notice shall contain: (1) a statement of the time, place and nature of the hearing; (2) the legal authority and jurisdiction under which the hearing is to be held; (3) the particular sections of Wyoming statutes and Civil Service Commission Rules involved; (4) and a short and plain statement of the matters asserted. CSC Police Rules, Chpt XVI, Sec. 3.

### ***Role of the Commission***

The role of the Commission is to make the city's final decision. The Commission shall consider the recommendation of the Chief of Police, the employee's response and the evidence presented.

### ***Hearing procedures***

The Commission may schedule a special meeting for purposes of holding a hearing related to personnel matters. W.S. §16-4-404(b). At its discretion, the Commission may adjourn to executive session in order to preserve confidential personnel information. W.S. §16-4-404(a)(ii).

Prior to the hearing, members of the Commission should review the materials filed by the Chief of Police. Such materials include the chief's Intent to Dismiss/ Discharge Letter and records supporting his recommendation. The Chief of Police provides the same materials filed with the Commission to the city attorney and the employee whose discharge is recommended. CSC Police Rules, Chpt XI, Sec. 1.

The parties to the hearing are generally the Chief of Police who has recommended the police officer's discharge and the employee. The City Attorney may provide support to the Chief of Police. As provided by its rules, the Commission shall provide all parties the opportunity to present evidence, to respond and present argument on all issues involved. CSC Police Rules, Chpt XVI, Sec. 3.

The Commission shall designate a presiding officer. The presiding officer shall take steps to protect confidential personnel information and avoid any conflicts of interest. Following such initial matters, the Commission shall first consider the basis for the Chief of Police's discharge recommendation. The employee shall have the opportunity to respond including cross-examination of any witnesses. Any witnesses shall take an oath to tell the truth before giving testimony. The Commission may ask questions of the witnesses.

The Commission shall record the proceeding verbatim stenographically or by any other appropriate means determined by the Commission or any officer presiding at the hearing. CSC Police Rules, Chpt XVI, Sec. 15. Any party may request a transcript of the oral proceedings upon payment of the cost thereof. CSC Police Rules, Chpt XVI, Sec. 16.

***Decision***

Following the hearing, the Commission shall determine whether the reason for discharge is “sufficient and established.” CSC Police Rules, Chpt XI, Sec. 2.

The Commission shall base its decision on findings of fact and conclusions of law. CSC Police Rules, Chpt XVI, Sec. 23.

Consistent with Wyoming’s Open Meetings Act, the Commission shall adjourn from its executive session after completing its deliberations and reconvene in public to announce its decision. The Commission shall certify its decision to the City Manager for enforcement. A copy of the Intent to Dismiss/ Discharge Letter, notice, answer and the decision of the Commission shall be part of the Commission’s public records. CSC Police Rules, Chpt XI, Sec. 2.

***Right to Appeal***

The employee has the right to appeal the Commission’s decision to Wyoming district court. W.S. §15-5-113.