



POLICY & ADMINISTRATION Meeting Notice

Governing Body: P&A Committee

Date of Meeting: December 8, 2025

Time of Meeting: 5:30 P.M.

Place of Meeting: 2nd Floor Conference Room
(City Hall, 923 8th Street, Boone, Iowa)

The City will have this meeting available via Zoom. To join the meeting via internet and/or phone please use the link and/or phone number below. If your computer does not have a mic and you wish to speak, you will have to call in.

<https://us06web.zoom.us/j/88637033349?pwd=bOEXS1bld2lKDpVQMoF8DCFgg4KTnV.1>

Meeting ID: 886 3703 3349

Passcode: 391515

Phone: 1-301-715-8592 or 1-253-215-8782

1. Approve the Minutes from the August 20, 2025 Meeting.
2. Discuss Longevity Pay for Police Sergeants and Commander.
3. Discuss Longevity Pay for Police Chief.
4. Discuss a Policy for Department Heads.
5. Discuss Reviewing and Updating the Current Policy Manual.
6. Other Business.
7. Adjourn.



POLICY & ADMINISTRATION Meeting Notice

Governing Body: P&A Committee

Date of Meeting: August 20, 2025

Time of Meeting: 4:30 P.M.

Place of Meeting: City Council Chambers
(City Hall, 923 8th Street, Boone, Iowa)

The City will have this meeting available via Zoom. To join the meeting via internet and/or phone please use the link and/or phone number below. If your computer does not have a mic and you wish to speak, you will have to call in.

<https://us06web.zoom.us/j/85829092544?pwd=z5VhQCNrt8vOGgGx1u2RWRft7ltjiz.1>

Meeting ID: 858 2909 2544

Passcode: 569658

Phone: 1-301-715-8592 or 1-253-215-8782

Present: Williamson, Kahookele, Byrd

Others present: Elmquist, Adams, Majors, Adams, Kautza, Petersen, Schwering, Upah, and Salati

1. Approve the Minutes from the March 17, 2025 Meeting.

Byrd moved; Kahookele seconded to approve the March 17, 2025, meeting minutes.

Ayes: all those in attendance.

2. Request from the IAFF Local 678 to Change the Boone Ordinance 5.13

Residency Requirement for Fire Fighters.

Petersen, President of IAFF Local 678, addressed the Committee to request that the Boone Fire Department's residency requirement for full-time employees be extended from ten (10) miles to twenty (20) miles. He explained that the change could expand the hiring pool and increase the chances of recruiting already-certified firefighters. Petersen noted that while recent hires have obtained certification after employment, the department has struggled to attract pre-certified applicants. A twenty (20)-mile radius would include all of Ames and parts of Nevada, Granger, Story City, Perry, and Grand Junction.

Fire Chief Adams acknowledged the hard work of his staff and noted that the department is responding to more calls now than when he was hired, despite having fewer personnel. However, he expressed concerns about extending the residency limit. Adams emphasized that a fire can double in size every 30 to 60 seconds depending on the time of discovery, and increasing the allowable distance would delay off-duty callbacks, forcing the on-duty crew to manage larger incidents alone for longer periods. He highlighted that the department averages 349 callbacks annually, nearly one (1) per day and responds to 689 third-crew ambulance calls per year, which often require urgent staffing.

While Adams stated he wants what is best for his staff, he stressed that the safety and protection of Boone's citizens must come first. He concluded that increasing the

residency radius could negatively impact response times and incident outcomes. His recommendation is to maintain the current ten (10) mile residency requirement unless staffing levels increase significantly to reduce reliance on callbacks.

Bryd stated he thought that until the City can increase staffing, they should go with the Chief's recommendation to leave it at ten (10) miles.

Williamson stated that the Committee needed to make a recommendation to Council and expressed that she did not have any issue with increasing the residency requirement to twenty (20) miles. She noted that there is a strong case for expanding the applicant pool and recognized the growing demand for qualified applicants in Boone's future.

Williamson moved; Kahookele seconded to recommend to full Council to raise the residency requirement for Firefighters to a twenty (20)-mile radius of the city-limits. Ayes: Williamson and Kahookele. Nays: Byrd.

3. Other Business.

4. Adjourn.

With no further business Williamson adjourned the meeting at 5:08 p.m.