

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, February 27, 2023
5:00 PM

Present: Marilyn Sessions, Chair
Christine Klein, Member

Also Present: John Seidel, CSC Coordinator
William Myers, Fire Chief
Nicholas Shearer, Police Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:05 pm on Monday, February 27, 2023, by Marilyn Sessions. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of January 23, 2023, made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Safety Administration

Police Department

Chief Shearer explained that the Police Officer eligible list was exhausted, all candidates had been considered on the list. Instead of extending the list, he wanted to create two new lists, one for Entry Level and one for Lateral Transfer Police Officers. He wanted to use National Testing Network for the Entry Level position with a six-week advertising window and a two-week testing window. Chief Shearer also explained his thoughts on a radio broadcast advertisement. It has been successful for other departments, and he felt it could be a good way to reach candidates in local areas. Ms. Sessions agreed, noting that WNIR had good local numbers and reputation. Chief Shearer said the plan was to have Lieutenant Lewis record a message, but he did not have the message nor the cost at this time.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR THE POSITION OF ENTRY LEVEL POLICE OFFICER made by Ms. Sessions, Seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Chief Shearer then discussed the Lateral position. He wanted to merge the previous Lateral list with the newly requested list to retain one candidate who was still in consideration. He also requested a variation of the Lateral process be used for this list. His idea was to have a list that did not expire, but instead after a candidate is certified the candidate will expire off the list in one year. Chief Shearer explained he presented the idea to the Law and Human Resources departments, and both approved it. He felt this would be a good way to continue accepting candidates as there are unexpected departures and this would help keep on top of staffing needs. Ms. Klein inquired about the advertising cost, and Chief Shearer said that the Police and Civil Service would split the costs, but he was not planning to continuously advertise the Lateral opening. Ms. Klein asked about setting a long-term expiration date on the list, and Ms. Sessions agreed. It was agreed that the list would last for five years. Chief Shearer also clarified that applications would still come to Civil Service first and would still be certified by Civil Service.

Chief Myers asked if this would be something the Fire Department could use as well. The answer was yes, any department is able to use the Lateral rules, but there is no requirement to do so. He then asked Chief Shearer if a candidate could get an additional year on the list to which Chief Shearer thought they should have to reapply after their name expires.

MOTION TO ESTABLISH A FIVE-YEAR ELIGIBLE LIST FOR THE POSITION OF LATERAL TRANSFER POLICE OFFICER AND MERGE IT WITH THE PREVIOUS LIST made by Ms. Klein, seconded by Ms. Sessions and CARRIED by a voice vote of 2-0.

Fire Department

Chief Myers explained that the 3rd edition of Ladder Company was difficult to find, but recently the 4th edition came out and he would like to add it to the list of required reading for the Lieutenant exam as the 4th edition is readily available.

MOTION TO APPROVE THE ADDITION OF THE NEW TEXTBOOK made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Service Administration

Utilities

Personnel change read. Recently John Ellison was promoted to Plant Manager. This left a vacancy in the Chief Operator position, and he felt that having a Civil Service exam would deter candidates from applying. He wants to exempt the position from testing for this opening to more easily fill the position.

MOTION TO APPROVE THE EXAM EXEMPTION FOR THIS CHIEF OPERATOR OPENING made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Health Department

Personnel change read.

IT & Communications

Personnel change read.

Adjournment

MOTION TO ADJOURN THE MEETING AT 5:46 PM made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Minutes approved: _____



Christine Klein



Marilyn Sessions