

Civil Service Commission

Minutes

September 22, 2016

Present: Brandy Olson, Holly Jacobi

Absent: Dan Olson

Also Present: Stephanie Romagnoli

The meeting was called to order at 4:05 p.m.

The first item of business was to elect a chairperson for the Commission. Brandy Olson was nominated with a motion by Jacobi. The motion carried.

The following lists were formally approved following their previous approval by electronic mail:

- Fire Promotions – Lieutenant, Captain, Battalion Chief
- Treatment Plant Mechanic II
- Police Officer
- Housing Specialist

There was a motion by Olson to approve use of a scoring matrix for the Inspector II position. No action will be taken until the pending hearing has been held. Second by Jacobi and the motion carried.

A request to test for fire fighter was also approved with motion by Jacobi, second by Olson and the motion carried.

Olson presented a draft of hearing procedures for the upcoming Civil Service appeal hearing. Jacobi made a motion to adopt the hearing procedures. Second by Olson and the motion carried.

The Commission also set formally set the hearing date for Scott Duncombe's appeal for September 27, 2016 at 8:30 a.m.

Due to scheduling conflicts the next regular meeting will be held on October 13, 2016 at 4:00 p.m.

With no other business to discuss, the meeting was adjourned at 4:40 p.m.