

CIVIL SERVICE COMMISSION

March 1, 2017
Meeting Minutes

ROLL CALL:

Commissioners Present: Commission Chair Doug Cox
Commissioner Susan Weed

Commissioners Absent: Commissioner David Gibney

Also Present: Kimberly Carper, Secretary/Chief Examiner
Michael Heston, Fire Chief
Gary Jenkins, Police Chief

The Meeting was called to order at 7:32 a.m. by Commissioner Cox.

APPROVAL OF AGENDA:

Commissioner Gibney moved to approved the agenda; it was seconded by Commissioner Cox, and the motion carried.

ITEMS OF BUSINESS:

1. The first item of business was Consideration and Approval of Meeting Minutes from January 4, 2017.
 - a. Commissioner Weed moved to **approve Meeting minutes from January 4, 2017**; it was seconded by Commissioner Cox. The motion carried with no discussion.

2. The second item of business was Approval of Recruitment Process for Firefighter/EMT-P.

Chief Examiner Carper explained that the recruitment process would be the same as the process from September 2016. The position would be opened, and testing would need to be completed in the first four weeks of the posting. There would then be one additional week for those who had tested to complete the City application if they had not already done so. Chief Examiner Carper would contact those who had tested, but who not had yet completed the application, to remind them to complete the City application.

Chief Heston stated that there was no current opening, but that the department wanted to have a certified list should they need to hire in time for the next Fire Academy.

- a. Commissioner Weed moved to **approve the recruitment process for Firefighter/EMT-P**; it was seconded by Commissioner Cox, and the motion carried with no further discussion.
3. The third item of business was Approval of the Firefighter Job Description.

Chief Examiner Carper stated no changes had been made to the job description.

 - a. Commissioner Weed moved to **approve the Firefighter Job Description**; it was seconded by Commissioner Cox, and the motion carried with no further discussion.

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4. The fourth item of business was Approval of Job Announcement for Firefighter/EMT-P.

Chief Examiner Carper explained that the position would open on March 1st, 2017 and that testing would need to be completed by March 29th, 2017. The application process would need to be completed by April 5th, 2017.

- a. Commissioner Weed moved to **approve the Job Announcement for Firefighter/EMT-P**; it was seconded by Commissioner Cox, and the motion carried with no further discussion.

5. The fifth item of business was an Update on the Fire Lieutenant Promotion.

Chief Heston stated that after conducting the Chief Interviews, the first candidate on the certified list was promoted to Lieutenant. He stated that all three of the candidates interviewed did well in the Chief Interviews. He concluded by stating that the feedback he received was that the candidates were happy with the testing process.

- a. As this was an update only, no action was needed.

6. The sixth item of business was an update on the Fire Training Office Hire.

Chief Heston stated that the top three candidates from the certified list were interviewed. Two were interviewed in person; one chose to be interviewed by phone. The first candidate on the list was offered the position and started the previous Monday.

Chief Heston also shared that Lewiston conducted their Assessment Center on February 28, 2017, and they chose to use some of what was used in the Pullman Assessment Center based on what they had seen during the Pullman process.

- a. As this was an update only, no action was needed.

OLD BUSINESS:

1. The first item of old business was Election of Civil Service Commission Chair for upcoming year.

- a. Commissioner Cox moved **table the Election of Civil Service Commission Chair** to a future meeting as not all Commissioners were present. He recognized that this put the Commission out of compliance with the Civil Service Rules, but stated that it was critical to have all three Commissioners present and that it was okay to move forward with the current structure until a vote could be taken with all Commissioners present. It was seconded by Commissioner Weed, and the motion carried with no further discussion.

NEW BUSINESS:

There was no New Business.

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Commissioner Cox moved to adjourn; Commissioner Weed seconded, and the Meeting was adjourned at 7:43 am.

Respectfully submitted:

Chair

Secretary/Chief Examiner

Date:_____