

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Council Conference Room
September 24, 2018

Attendance: Scott Orille, Chairman
Jim Janis, Vice Chairman
Sue Olijar, Secretary
Joy Presley, Clerk

Also in attendance: Joe DeTillio, Human Resource Director
Chief Huerner, Fire Department
Jeremy Betsa, Interim Fire Chief
K.C. Zuber, Councilman

The meeting commenced at 5:00 p.m.

1. Approval of Minutes

The Clerk emailed the minutes for June, July, and August to the Civil Service Commission members for their review prior to the meeting.

Motion: Chairman Orille made a motion to approve the outstanding minutes. The motion was seconded by Vice Chairman Janis. Motion passed 3-0.

2. Fire Department

Motion: Chairman Orille made a motion to approve the promotion of Brian Gilles to Lieutenant. The motion was seconded by Vice Chairman Janis. Motion passed 3-0.

Motion: Chairman Orille made a motion to approve the certified list for Captain. The motion was seconded by Vice Chairman Janis. Motion passed 3-0.

Motion: Chairman Orille made a motion to certify Eric Wagner to the rank of Captain. The motion was seconded by Vice Chairman Janis. Motion passed 3-0.

Motion: Chairman Orille made a motion to approve the certified list for Chief. The motion was seconded by Vice Chairman Janis. Motion passed 3-0.

Motion: Chairman Orille made a motion to certify Jeremy Betsa to the position of Interim Fire Chief subject to Council approval. The motion was seconded by Vice Chairman Janis. Motion passed 3-0.

3. ALRW

The Clerk reported that Chief Utilities Executive Todd Danielson would like the Civil Service Commission to consider abolishing the current Customer Service Clerk eligibility list. The current list was extended in March 2018 and will expire on March 28, 2019. Chief Utilities Executive Todd Danielson would like to have a new test and create a new eligibility list prior to needing to hire a new Customer Service Clerk by the end of the year. Chairman Orille recommended keeping the current eligibility list active until the exam is complete and the Civil Service Commission can certify a new list. The Clerk reported a time frame for advertising, applications and exam date. The Clerk also provided a budget for advertising and the written exam. There was discussion among all present regarding how many candidates from the current list have been interviewed. The Clerk reported a total of 15 candidates had been interviewed for the Customer Service Clerk position. Secretary Olijar shared concerns that the previous exam did not accurately test for the position. The Clerk suggested that Chief Utilities Executive Todd Danielson and Pat Ramsey from the testing company Ramsey and Associates communicate prior to the test being developed in order for Chief Utilities Executive Todd Danielson to offer his input on test content.

Motion: Chairman Orille made a motion to test for the Customer Service Clerk position, engage Pat Ramsey and Associates for the written exam, and authorized an advertising budget of \$600.00 and a testing budget of up to \$1000.00. The motion was seconded by Vice Chairman Janis. Motion passed 3-0.

Meeting was adjourned at 5:25 p.m.

Respectfully submitted,
Joy Presley, Clerk