



## MINUTES OF THE REGULAR CIVIL SERVICE COMMISSION MEETING

April 18, 2023

Members Present: Tim Fenwick, Chair  
Kyle Herman, Vice-Chair  
Gary Spring

Members Absent: None

Also Present: Debra Bennington, Civil Service Clerk  
Mark Stone, Fire Chief  
Mike Lang, Assistant Fire Chief  
Jeffrey Film, Police Chief  
Bryan Snavelly, Police Captain

### I. CALL TO ORDER

Mr. Fenwick called the regular Civil Service Commission meeting of April 18, 2023 to order at 8:00 a.m. and Ms. Bennington called the roll.

### II. APPROVAL OF MINUTES

#### Motion:

Mr. Herman moved and Mr. Spring seconded to approve the minutes of February 7, 2023 and February 28, 2023 as submitted.

Yes, Votes: Fenwick, Herman, Spring

No Votes: None. The motion carried.

### III. OLD BUSINESS

None.

### IV. NEW BUSINESS

#### A. CERTIFY ELIGIBILITY LIST – FIREFIGHTER

Chief Stone reported fifty-two (52) people applied and thirty-four (34) candidates tested for entry-level Firefighter. He indicated the eligibility list before the Commission for certification was a combination of the current list [certified in May 2022] and candidates who tested in March 2023.

Motion:

Mr. Fenwick moved and Mr. Herman seconded to approve the Firefighter Eligibility List from the March 2023 examination as submitted.

Yes Votes: Fenwick, Herman, Spring

No Votes: None. The motion carried.

**B. CERTIFY ELIGIBILITY LIST – POLICE OFFICER (LATERAL TRANSFER)**

Chief Film reviewed Rule VII pertaining to lateral transfer. He stated they erred in thinking this was the same process as entry-level in that the Commission could certify the eligibility list after the physical fitness test. He reported eight (8) people applied and five (5) candidates remain after the physical fitness test. He thought it might be an issue to certify the list today based upon the rule. If they must complete all factors prior to having the list certified, they will do so. However, when the list is certified, he will ask for the rule to be changed to mirror the same process used for entry-level testing. Mr. Spring acknowledged Chief Film would like the rule changed, but asked if it wasn't a good idea to whittle down the list with the oral interview first. Chief Film replied it could be done. He had anticipated a larger number of candidates would apply, and the low turnout may be because we do not have 12-hour shifts.

Mr. Fenwick stated the rule identifies the oral interview needs completed before the list can be certified. He does not think everything else needs to be done as those are "may be considered" items. Chief Film stated they normally do the panel interview after the background investigation so they can use that information to ask appropriate questions; however, they could complete the oral interview to satisfy the rule. He indicated the panel interview consists of all ranks of the department.

Mr. Fenwick stated they are bound by the rule and cannot certify the list prior to the oral interview. He asked Ms. Bennington to address with the Law Department tweaking the rule for the future to have an initial list so the department can proceed in accordance with the way they do other exams. Captain Snavelly thought they could do an initial interview and follow-up with a more in-depth panel interview later. Mr. Fenwick stated the rule states "submit to an oral interview before a panel." Captain Snavelly responded it would be a panel of him and the Chief. Mr. Fenwick stated that would be fine as long as it is the panel selected by the appointing authority and the Chief of Police.

**C. EXTEND POLICE LIEUTENANT & POLICE SERGEANT ELIGIBILITY LISTS**

Chief Film reported a supervisor submitted notification that he was retiring at the end of the year. Our current eligibility lists for lieutenant and sergeant expire in December 2023, and there are very good candidates on the lists. As a current list needs to be in place for this retirement, he requested extending both lists for six (6) months.

Motion:

Mr. Fenwick moved and Mr. Herman seconded to extend the police lieutenant eligibility list for six (6) months.

Yes Votes: Fenwick, Herman, Spring

No Votes: None. The motion carried.

Motion:

Mr. Fenwick moved and Mr. Herman seconded to extend the police sergeant eligibility list for six (6) months.

Yes Votes: Fenwick, Herman, Spring

No Votes: None. The motion carried.

V. NEXT MEETING

A special meeting is scheduled for May 3, 2023 at 8:00 a.m. to certify the eligibility list for Police Officer (Lateral Transfer).

VI. ADJOURNMENT

The meeting adjourned at 8:13 a.m.

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Tim Fenwick  
Chair, Civil Service Commission

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Debra Bennington  
Civil Service Clerk

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