CIVIL SERVICE COMMISSION
Motion Summary
June 6, 2018

ITEM 1. ROLL CALL

Chairman Rybka called the meeting to order at 3:00 p.m.

Members Present: Vice-Chairman Eric Coss and Chairman John Rybka

Members Absent: Councilman Jim Browning, City Council Liaison and Frank Hickman

Staff Present: John Donahue, Fire Chief, Jessica Feller, Human Resource Manager, Lorrie Diaz, Human Resource Coordinator, Darren Shulman, City Attorney

Motion to Excuse: Chairman Rybka moved to excuse Mr. Hickman, seconded by Vice-Chairman Coss. Motion approved by a 2-0 vote.

ITEM 2. PLEDGE OF ALLEGIANCE

ITEM 3. APPROVAL of the Motion Summary for the Civil Service Commission meeting held May 2, 2018, a recorded and transcribed.

Motion: Chairman Rybka moved to approve the Motion Summary for the May 2, 2018 Civil Service Commission meeting, seconded by Vice-Chairman Coss. Motion approved by a 2-0 vote.

ITEM 4. UPDATE of New Firefighter Eligible List

Motion: Chairman Rybka moved to approve the New Firefighter Eligible List as presented, seconded by Vice-Chairman Coss. Motion approved by a 2-0 vote.

ITEM 5. UPDATE of Fire Captain Certified List

Motion: Chairman Rybka moved to accept the Fire Captain Certified List as presented, seconded by Vice-Chairman Coss. Motion approved by a 2-0 vote.

ITEM 6. UPDATE of Firefighter Recruiting Process

Ms. Diaz informed the Commission that the National Testing Network had been used for several years for the written part of the exam and that the National Testing Network has revalidated the exam with some minor changes. Staff recommends that under 1,3,C-Written Exam be amended to state that:

Applicants are required to take and pass all components of the National Testing Network's (NTN) FireTEAM written exam according to the NTN validated passing score levels.

Ms. Diaz explained that the previous requirement was a score of 75% but that the change will allow to continue to follow NTN standards. She explained this will set the new standard for the written part of the test. Chief Donahue explained how the test is administered.

Mr. Rybka request changes to the document to include 4b1 to have the word test replace the word assessment. Mr. Rybka made a correction to the footnote on 7a. Ms. Diaz recommended that error become footnote 4 and that footnote 3 will now state: two certified list will be maintained, one for full-time and one for part-time employment. Footnote 4 will now state: Effective 10/4/2017 candidates on certified list can add points for obtaining Paramedic card at any time. The Commission was in agreement to that change and clarified that the previous footnote 4 will now become 5, and previous footnote 5 will become footnote 6.

Motion: Chairman Rybka moved to accept the Firefighter Recruiting Process as presented, seconded by Vice-Chairman Coss. Motion approved by a 2-0 vote.

ITEM 7 UPDATE of Police Officer Certified List

Motion: Vice-Chairman Coss moved to accept the Police Officer Certified List as presented, seconded by Chairman Rybka. Motion approved by a 2-0 vote.

ITEM 8. PUBLIC COMMENTS

There was no public comment.

ITEM 9. COMMITTEE COMMENTS

ITEM 10. ADJOURNMENT

Motion: Chairman Rybka moved to adjourn the Civil Service Commission meeting, seconded by Vice-Chairman Coss. The Civil Service Commission meeting was adjourned at 3:20 p.m.

John M. Rybka, Chairman

Elaine McCloskey, Clerk