



**Civil Service Commission
Regular Meeting – Minutes
March 5, 2019**

The Marion Civil Service Commission met on Tuesday, March 5, 2019 at 8:30 a.m. in Room 136 at City Hall. Commission members present were Paul Rehn and Grant Hagen via phone. Absent: Sharon Mettler. Also present Fire Chief Deb Krebill, HR Manager Jen Ketelsen, Police Administrative Manager Shellene Gray, Police Communications Manager Rhonda Kaczinski and Commission Clerk Rachel Bolender.

Moved by Hagen, seconded by Rehn to approve the minutes of the February 5, 2019 meeting. All in favor, motion carried.

Moved by Hagen, seconded by Rehn to receive and file memo regarding recent civil service hires. All in favor, motion carried.

Moved by Hagen, seconded by Rehn to exhaust the certified list for Communications Operator. Commission Member Hagen asked how many from the list were hired. Rhonda Kaczinski stated one was hired. Another person on the list was contacted but she accepted employment elsewhere. All in favor, motion carried.

Deb Krebill explained the process for hiring for Battalion Chief and how they will be working with Cayler Consulting. She stated they estimate about nine eligible employees. Commission Member Hagen asked if this would all internal applicants. Deb Krebill confirmed.

Moved by Rehn, seconded by Hagen to approve the hiring process and schedule for Battalion Chief. Deb Krebill stated tentative testing dates would be Monday, May 20 and Tuesday, May 21. All in favor, motion carried.

Moved by Hagen, seconded by Rehn to approve the hiring process and schedule for Lieutenant. Deb Krebill stated tentative testing dates would be Wednesday, May 29 and Thursday, May 30. All in favor, motion carried.

With there being no further business, moved by Rehn, seconded by Hagen to adjourn the meeting at 8:40 a.m. All in favor, motion carried.

Rachel Bolender, Civil Service Commission Clerk