



MINUTES

Civil Service Commission

8:30 AM - Tuesday, August 1, 2023
City Hall, 1225 6th Avenue

Minutes are in draft format until approved at the next meeting

The Civil Service Commission of the City of Marion, Linn County, Iowa met in regular session, on Tuesday, August 1, 2023, at 8:30 AM, at City Hall, 1225 6th Avenue, with the following members present:

PRESENT: Paul Rehn and John Godar

ABSENT: Rachel Kadlec

STAFF PRESENT: Rachel Bolender, Mike Kitsmiller, and Tom Fagan

REGULAR AGENDA

- Motion to approve the minutes from the July 18, 2023 meeting
Moved by Godar, seconded by Rehn, to approve the item referenced above.
Approved unanimously
- Motion to approve the hiring schedule and accept proposal from Cayler Consulting for testing services for the Lieutenant position
Moved by Godar, seconded by Rehn, to approve the item referenced above. Fire Chief Tom Fagan outlined the application process including application period of August 2 to August 19 and then holding testing the first week of September.
Approved unanimously
- Motion to receive and file memo regarding job descriptions for Deputy Fire Chief and Division Chief
Moved by Godar, seconded by Rehn, to approve the item referenced above. Fire Chief Tom Fagan stated these updates are a step towards a reorganization of the department. A more in depth plan will be discussed in September.
Approved unanimously
- Motion to receive and file memo regarding Police Officer new hire
Moved by Godar, seconded by Rehn, to approve the item referenced above. Police Chief Mike Kitsmiller stated Hunter Terry started yesterday.
Approved unanimously
- Motion to exhaust certified list for Police Officer
Moved by Godar, seconded by Rehn, to approve the item referenced above. Police Chief Mike Kitsmiller stated this list only included three candidates. The other two candidates

were eliminated during the background check process.

Approved unanimously

- Motion to approve hiring schedule for police officer

Moved by Godar, seconded by Rehn, to approve the item referenced above. Police Chief Mike Kitsmiller outlined the hiring process for police officer. The application period will be from August 11 to September 29 with the test on October 14. Commission Clerk Rachel Bolender stated Commissioner Kadlec is available to attend the testing. Commissioners Godar and Rehn stated they are also available. Kitsmiller stated the department is looking to hire three officers.

Approved unanimously

ADJOURN

- Chair Rehn adjourned the meeting at 8:36 a.m.

Prepared by:

Rachel Bolender, Civil Service Commission Clerk