



# MINUTES

## Civil Service Commission

8:30 AM - Tuesday, September 5, 2023

City Hall, 1225 6th Avenue

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*\*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, September 5, 2023, at 8:30 AM, at City Hall, 1225 6th Avenue, with the following members present:

PRESENT: Paul Rehn, Rachel Kadlec, and John Godar

ABSENT: None

STAFF PRESENT: Rachel Bolender and Tom Fagan

### REGULAR AGENDA

- **Motion to approve the minutes from the August 1, 2023 meeting.**  
Moved by Kadlec, seconded by Godar, to approve the item referenced above.  
Approved unanimously
- **Discussion Regarding Firefighter New Hires**  
Fire Chief Tom Fagan stated nine firefighters will be starting next Monday and provided an overview of the academy that will be facilitated by City staff.
- **Discussion Regarding Reclassification of Two Positions to Division Chief**  
Fire Chief Tom Fagan outlined the item referenced above. This is phase one of the reorganization plan for the Fire Department.
- **Discussion Regarding Fire Lieutenant Position**  
Fire Chief Tom Fagan stated there are seven candidates and the assessment center will be tomorrow and Thursday. A request for a certified list will be coming back to the Commission in October.
- **Motion to approve hiring schedule for Deputy Fire Chief**  
Moved by Godar, seconded by Kadlec, to approve item referenced above. Fire Chief Tom Fagan stated this is the start of phase two of the reorganization of the department. The application period will run for two weeks with an assessment center on October 2. The assessment center will be facilitated internally with external assessors. This opening is for internal candidates only. If there aren't any internal candidates, it would open up externally.  
Approved unanimously

### **COMMISSIONER COMMENTS**

- Commissioner Rachel Kadlec asked about the prevention bureau in the Fire Department. Fire Chief Tom Fagan provided information about the inspection process for all commercial properties, the plan review process for new development, investigations and community education.

### **ADJOURN**

- The meeting adjourned at 8:50 a.m.

Prepared by:

Rachel Bolender, Civil Service Commission Clerk