



MINUTES

Civil Service Commission

8:30 AM - Tuesday, November 5, 2024
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, November 5, 2024, at 8:30 AM, at City Hall, 1225 6th Avenue, with the following members present:

PRESENT: Paul Rehn, Krystal Gordan, and John Godar

ABSENT: None

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

REGULAR AGENDA

- Motion to approve the minutes from the October 1, 2024 meeting.
Moved by Godar, seconded by Gordan, to approve the item referenced above.
Approved unanimously
- Motion to exhaust certified list for Fire Lieutenant
Moved by Gordan, seconded by Godar, to approve the item as referenced above. Fire Chief Tom Fagan stated this position was reclassified as Captain. This list can't be used for promotions to Captain.
Approved unanimously
- Motion to receive and file an updated job description for Battalion Chief
Moved by Godar, seconded by Gordan, to approve the item as referenced above. Fire Chief Tom Fagan stated this job description was updated as a new assessment center will be scheduled.
Approved unanimously
- Motion to receive and file an updated job description for Captain
Moved by Gordan, seconded by Godar, to approve the item as referenced above. Fire Chief Tom Fagan stated this is similar to the Battalion Chief job description update.
Approved unanimously
- Motion to approve hiring schedule for Battalion Chief and Captain
Moved by Godar, seconded by Gordan, to approve the item as referenced above. Fire Chief Tom Fagan stated applications would be accepted starting today until November 19 with the assessment center for Battalion Chief being held December 2 and the assessment center for Captain being held December 3 and 4. Fagan shared more about

the assessment centers. Commission Clerk Rachel Bolender stated commission members can attend the assessment centers but would need to stay for the entire center per position. More information on the schedule will be shared once we know the number of applicants.

Approved unanimously

- Discussion to change the December Civil Service Commission meeting

Commission Clerk stated the December Commission meeting will need to be rescheduled to accommodate the hiring schedule for Captain and Battalion Chief. It was determined that Tuesday, December 10 at 8:30 a.m. will work for everyone.

COMMISSIONER COMMENTS

- Commission Clerk Rachel Bolender stated an appeal notice was received and that a special meeting will need to be scheduled at the end of this month to schedule the appeal hearing. More information will be shared at a later time.

ADJOURN

- The meeting adjourned at 8:45 a.m.

Prepared by:

Rachel Bolender, Civil Service Commission Clerk