



MINUTES

Civil Service Commission

8:30 AM - Tuesday, March 4, 2025
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, March 4, 2025, 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: Ryan Waller, Rachel Bolender, Mike Kitsmiller, Tom Fagan, and Lucas Sperfslage

REGULAR AGENDA

- Motion to approve the minutes from the February 4, 2025 meeting.
Moved by Gordan, seconded by Rehn, to approve item referenced above.
Approved unanimously
- Recieve and file memo from Brian Heinricy regarding request to be added to next certified list for Police Sergeant
Moved by Godar, seconded by Gordan, to approve item referenced above. Police Chief Mike Kitsmiller provided more information regarding this request and explained that this is allowed in the Civil Service rules.
Approved unanimously
- Motion to approve request from Brian Heinricy regarding placement on next certified list for Police Sergeant
Moved by Gordan, seconded by Godar, to approve item referenced above.
Approved unanimously
- Motion to approve the hiring schedule for Police Sergeant and Lieutenant
Moved by Godar, seconded by Gordan, to approve item referenced above. Police Chief Mike Kitsmiller proposed testing for Sergeant on March 12 and Lieutenant interviews to be March 13.
Approved unanimously
- Motion to receive and file memo regarding Fire Department promotions
Moved by Gordan, seconded by Godar, to approve item as referenced above. Fire Chief Tom Fagan provided information regarding the above referenced promotions of Curtis

Sutcliffe and Aaron Butikofer.

Approved unanimously

- Motion to exhaust the Certified List for Firefighter

Moved by Godar, seconded by Gordan, to approve item referenced above. Fire Chief Tom Fagan stated this certified list was approved in 2023 and the department hired 15 individuals from this list. He stated he'd like to exhaust the list and propose a new hiring process to be discussed later in the meeting.

Approved unanimously

- Motion to receive and file job description for Firefighter

Moved by Gordan, seconded by Godar, to approve item referenced above. Fire Chief Tom Fagan stated job descriptions are reviewed as part of any recruitment process. He stated there are no changes to the minimum qualifications but certain language was updated in the job summary and duties.

Approved unanimously

- Motion to approve modification to the exam for Firefighter

Moved by Godar, seconded by Gordan, to approve item referenced above. Fire Chief Tom Fagan outlined the recommended changes to the testing process for Firefighter. He stated staff is recommending an extra 2.5% be added if the applicant has paramedic or firefighter I certifications. This would be in addition to the 5% that is added for Veteran's Preference Points which is required by Code. He also recommended using the Iowa Law Enforcement Academy (ILEA) physical test instead of the CPAT. Applicants would still be able to provide a passing CPAT score in lieu of taking the ILEA physical test. Godar asked if anyone else in Iowa uses ILEA instead of CPAT. Fagan stated Iowa City uses ILEA. Godar asked if we're giving up anything by switching to ILEA. Fagan stated they have no concerns as firefighting skills that are part of the CPAT are tested during the probation period.

Approved unanimously

- Motion to approve hiring schedule for Firefighter

Moved by Gordan, seconded by Godar, to approve item referenced above. Fire Chief Tom Fagan provided information regarding the proposed hiring schedule for Firefighter. It is recommended to have applicants complete the physical test first and if they don't pass or provide a passing CPAT, they would not be invited to the written test. A proposed certified list would then come back to the Commission in June.

Approved unanimously

- Update regarding Police Chief recruitment

City Manager Ryan Waller provided an update on the above referenced process. He stated staff is currently working with the recruiter and stakeholder listening sessions are taking place throughout the next two weeks. Once the position is open, it will be open four to five weeks. Waller stated they will have to appoint an interim and he will be meeting with Deputy Chief Chad Nott this month to discuss that process. Per code, that interim is only allowed for 90 days.

ADJOURN

- Chair Rehn adjourned the meeting at 8:57 a.m.

Prepared by:
Rachel Bolender, Civil Service Commission Clerk