

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, April 15, 2024
5:00 PM

Present: **Marilyn Sessions, Chair**
 Chris Klein, Member

Also Present: **John Seidel, CSC Coordinator**
 Nicholas Shearer, Police Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:03 pm on Monday, April 15, 2024, by Marilyn Sessions. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of March 18, 2024, made by Ms. Klein, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Safety Administration

Police Department

Chief Shearer requested to establish an eligibility list for the position of entry level police officer. He stated, “We have our lateral process running, but I never want to get so focused on one process that we ignore the other process as well. I strongly believe we have to add to the profession, instead of just stealing from each other.”

Ms. Sessions asked about renewing the list from last year to which Chief Shearer replied, “We used to always renew our tests. That was when you had 200 people taking the test. It’s just not like that anymore, anyone hireable is getting hired quickly, so to extend the list is not viable anymore. So, instead of trying to extend it, just request a new list.”

Ms. Klein asked, “Are the lateral transfers competing with the entry level candidates?” Chief said, “Yes, and no. They aren’t competing against each other, but to some degree there are a limited number of openings which they are competing for.”

Mr. Seidel asked, “Do you have a preference for how long the testing window is? Sometimes we’ve done two weeks, sometimes we’ve had it open the whole six weeks?” Chief Shearer replied, “I’d prefer posting it for six weeks with a two-week testing window. Let’s say we posted this and opened the testing window, next Monday. Most of the people that take the test are going to be too far along in other processes and we’re never going to be able to catch up. If we open it for two weeks, by the time we get those results we’ll actually be able to pursue those candidates.”

Ms. Sessions asked, “Would you be interested in four weeks of advertising plus two weeks of testing? Instead of eight weeks total, it would only be six.” Chief agreed, “I’m fine with four plus two. I think that makes some sense. That way we would have the results from the written test by the time our current list is expiring.”

MOTION TO CREATE AN ELIGIBLE LIST FOR POSITION OF POLICE OFFICER (ENTRY LEVEL), made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Adjournment

MOTION TO ADJOURN THE MEETING AT 5:12 PM made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Minutes approved: _____

Christine Klein

Marilyn Sessions

Matthew Hathaway