



**Civil Service Commission  
Regular Meeting – Minutes  
October 3, 2017**

The Marion Civil Service Commission met on Tuesday, October 3, 2017 at 8:00 a.m. in Room 136 at City Hall. Commission members present were Rehn and Hagen. Absent: Rehn. Also present: Finance Director Wes Nelson, Fire Chief Deb Krebill, and Police Administrative Manager Shellene Gray.

Motion by Mettler, second by Hagen to approve the minutes of the September 5, 2017 meeting. All in favor, motion carried.

Commission member Rehn arrived at 8:02 a.m.

Police Administrative Manager Gray led a discussion regarding upcoming tests. There were 27 applications for Police Officer. The City is still accepting applications for Data Analyst. The Police Department plans to use the Office Skills test for the Data Analyst position. Those who pass the test will be invited to partake in an assessment center (dates TBD). Gray left at 8:14 a.m.

Fire Chief Krebill led a brief discussion regarding the upcoming test for Firefighter. She reviewed the dates with the commissioners and announced she will eventually be bringing a schedule back to the commissioners to test for promotions.

Motion by Mettler, second by Rehn to reset the written test for Firefighter from November 9 to November 13 (and possibly November 14) at 6:00 p.m. All in favor, motion carried.

Finance Director Nelson led a discussion regarding an upcoming test for the Accounting Associate position. A special meeting was requested for November 13 at 5:30 p.m. before the Firefighter test.

Motion by Rehn, second by Mettler to change the time of regular meetings from 8:00 a.m. to 8:30 a.m. All in favor, motion carried.



Motion by Mettler, second by Rehn to change the date of the January meeting from the 2<sup>nd</sup> to the 9<sup>th</sup> due to the Holidays. All in favor, motion carried.

With there being no further business, Rehn made a motion to adjourn at 8:45 a.m., seconded by Mettler. All in favor, motion carried.

Lianne Cairy, Civil Service Commission Clerk