MINUTES

MARION CIVIL SERVICE COMMISSION

January 3, 2012

The Marion Civil Service Commission met on Tuesday, January 3, 2012 at 8:00 a.m. Commission members present were Hagen, Mettler and Schlotterback. Also present: Terry Jackson and Janice Lawrence.

Motion by Mettler, second by Schlotterback to approve the minutes of the December 6, 2011 meeting. Motion carried.

Motion by Mettler, second by Hagen to select Schlotterback as Chairman of the Commission. Motion carried.

Fire Chief Jackson discussed upcoming testing within the fire department. Due to the retirement of Deputy Chief Madlund, promotional testing for Deputy Chief will be as follows:

Begin signup: Friday, January 6, 2012, Noon. (anticipated to be 3 fire personnel that are eligible)

End signup: Friday, January 13, 2012, Noon

Test: Tuesday, 1/24/12, 8:30 a.m. This will be an assessment test. Chief will line up assessors.

Chief Jackson also requested testing for entry-level fire fighter. There will be two retirements mid-January as well as one replacement due to existing personnel being promoted as a result of Madlund’s retirement; so there will be three positions available. The tentative dates for testing will be:

Thursday, 3/22/12 – written exam, 6:00 p.m. FD to secure location

Friday, 3/23/12 – post written score at city hall and fire station. Afternoon: hold practice

physical agility test.

Saturday, 3/24/12 – physical agility test. Place and time to be determined.

It will be necessary to hold a regular meeting on Tuesday, February 7th. (Original plans were to move this meeting to 1/24). The special meeting of 1/24 will be necessary to certify the police officer entry level list. The February 7th meeting will be necessary to certify the Assistant Fire Chief list.

There being no further business, the meeting was adjourned at 8:40 a.m. on motion by Schlotterback and second by Mettler.

Janice Lawrence

Acting Clerk of Commission