



MINUTES

Civil Service Commission

8:30 AM - Tuesday, May 3, 2022
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, May 3, 2022, at 8:30 AM, at City Hall, 1225 6th Avenue, with the following members present:

PRESENT: Grant Hagen, Rachel Kadlec, and Paul Rehn (via phone)

ABSENT: None

STAFF PRESENT: Rachel Bolender, Kirsten Fisher, and Jason Hansen

REGULAR AGENDA

- Motion to approve the minutes from the April 5, 2022 meeting.
Moved by Hagen, seconded by Kadlec, to approve item referenced above.
Approved unanimously
- Motion to receive and file memo regarding resignation from Fire Department.
Moved by Kadlec, seconded by Hagen, to approve item referenced above.
Approved unanimously
- Discussion regarding hiring schedule for Fire Chief

Human Resources Director Kirsten Fisher outlined the proposed recruitment calendar (attached) for hiring the Fire Chief. The recruitment period is planned to begin the week of May 15 and resumes will be due on June 24. Civil Service Commission Clerk Rachel Bolender stated there will need to be a certified list approved as some point after the recruitment period ends. Fisher stated she will work with Bolender to get that on the calendar.

[Proposed Recruitment Calendar](#)

COMMISSIONER COMMENTS

- Paul Rehn apologized for not being in person.

Interim Fire Chief Jason Hansen stated staff will be conducting interviews from the current certified list for firefighters. Rehn asked if we are planning any additional changes in staffing. Hansen stated not at this time.

ADJOURN

- Moved by Hagen, seconded by Kadlec to adjourn the meeting at 8:39 a.m.

Prepared by:

Rachel Bolender, Civil Service Commission Clerk