



# MINUTES

## Civil Service Commission

8:30 AM - Tuesday, December 6, 2022  
City Hall, 1225 6th Avenue

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*\*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, December 6, 2022, at 8:30 AM, at City Hall, 1225 6th Avenue, with the following members present:

PRESENT: Paul Rehn and Rachel Kadlec

ABSENT: Grant Hagen

STAFF PRESENT: Rachel Bolender, Mike Kitsmiller, and Tom Fagan

### REGULAR AGENDA

- Motion to approve the minutes from the October 4, 2022 meeting  
Moved by Kadlec, seconded by Rehn, to approve the item referenced above.  
Approved unanimously
- Motion to receive and file memo regarding hiring of Ryan Burkhart and Cynthia Beltz  
Moved by Kadlec, seconded by Rehn, to approve the item referenced above.  
Approved unanimously
- Motion to exhaust the certified list for police officer  
Moved by Rehn, seconded by Kadlec, to approve the item referenced above.  
Approved unanimously
- Motion to approve hiring schedule for police officer  
Moved by Kadlec, seconded by Rehn, to approve the item referenced above. Police Chief Mike Kitsmiller stated three officers are moving to other departments and two will be retiring soon so there will be six openings. Staff would like to have two test dates this next round to increase applicant participation. Tests are scheduled for Saturday, February 25 and Wednesday, March 1. The test dates will have identical examinations and the applicants may choose either date. Clerk Rachel Bolender stated scoring and the announcement of successful applicants will occur simultaneously. Kadlec and Rehn stated they will both be present at the tests.  
Approved unanimously
- Motion to approve testing schedule for Police Sergeant and Lieutenant  
Moved by Kadlec, seconded by Rehn, to approve the item referenced above. Police Chief Mike Kitsmiller stated both lists expire in January 2022. Rehn is available to attend

the testing.

Approved unanimously

- Introduction to Fire Chief Tom Fagan and vision of the fire department

Fire Chief Tom Fagan introduced himself and talked about his plan for the department. The department will be working on a department strategic plan and an update to the organizational chart.

- Fire department lateral hires and the current list

Fire Chief Tom Fagan discussed that two members of the department will be leaving in the next year and so there needs to be a plan for those replacements. Over the next six months staff will be working to fill those positions. The department is looking at other opportunities to attract firefighters to Marion including lateral transfers.

### **ADJOURN**

- Moved by Kadlec, seconded by Rehn to adjourn the meeting. The meeting adjourned at 8:51 a.m.

Prepared by:

Rachel Bolender, Civil Service Commission Clerk