

MINUTES
 MARION CIVIL SERVICE COMMISSION
 REGULAR MEETING
 FEBRUARY 3, 2015

The Marion Civil Service Commission met on Tuesday, February 3, 2015 at 8:05 a.m. in the Finance Conference Room at City Hall. Commission members present were Botkin and Hagen. Absent: Mettler. Also present: Police Lieutenant Rich Holland and Fire Chief Deb Krebill

Motion by Botkin, second by Hagen to approve the minutes of the January 13, 2015 meeting. All in favor, motion carried.

Motion by Botkin, second by Hagen to approve final draft of the changes to Chapter IV, Sections 3-4 of the Marion Civil Service Rules as approved by City Attorney Don Hoskins. All in favor, motion carried.

Police Lieutenant Rich Holland presented a memo dated January 27, 2015 from Chief Daugherty requesting the commission exhaust the current list for police officer candidates and schedule a new testing to take place on May 9th, 2015. Proposed testing schedule is as follows:

Advertise	03/21-04/19
Apps available	03/23
Apps due	04/20
Test date	05/09
Background apps due	05/15
Background investigations completed	05/20-06/05
Interviews	06/09 & 10
Polygraphs/Medicals/MMPIs/WC check, etc.	06/11-19
2 nd interviews if necessary	07/08 & 09
2 nd polygraphs, etc.	07/10-17
Hire dates	07/26-08/12
Academy dates	08/24 & 31

Motion by Hagen, second by Botkin to receive and file memo from Chief Daugherty and approving a police officer testing to take place on May 9, 2015. All in favor, motion carried.

Lieutenant Holland also informed the commission that Stacey Carter has accepted an offer for the Communications Operator position and the police department is hoping to hire three additional communications operators using the current certified list.

Fire Chief Deb Krebill presented a memo dated February 2, 2015 requesting the commission exhaust the certified list for firefighter and schedule a new testing. A new testing is needed because three firefighters will be added to the department to start on January 1 in preparation for a new fire station. Because the CPAT is in conjunction with the Cedar Rapids Fire Department,

we will want to do a testing at this time as Cedar Rapids is doing so. The following schedule was proposed:

March 2-27 - Advertise/Take Applications
April 11 – Written Test
April 28th and 29th – Instruction of CPAT
June 23rd and 24th – CPAT Practice
June 25th and 26th – CPAT Testing

Motion by Hagen, second by Botkin to receive and file memo from Chief Krebill and approving a firefighter testing to take place on April 11, 2015. All in favor, motion carried.

The commission members were informed of potential upcoming testings with a human resources position and a new engineering technician being proposed in the budget for fiscal year 2015-2016.

With there being no further business, Botkin made a motion to adjourn at 8:22 a.m., seconded by Hagen. All in favor, motion carried.

Lianne Kula, Clerk of Commission