

CIVIL SERVICE COMMISSION
Minutes of February 15, 2023

Present: Commission Members Ron Wenman; Josh Schamberger
Human Resource/Risk Manager Mike Funke; Chief Kron

Meeting was called to order at 12:00 PM.

Approve Agenda:

Motion by Wenman Second by Schamberger; Motion passed all ayes.

Approve Minutes of November 22, 2022 meeting

Motion by Wenman Second by Schamberger; Motion passed all ayes.

Consider Certification of the Police Officer Hiring List

Funke presented a list of one for the commission to consider. He gave a brief bio of the candidate. Funke mentioned five candidates were interviewed on February 9, 2023. The department is planning on sending this candidate to the April academy but hiring as soon as all background and other testing information is complete so that he may begin field training prior to going to the academy in April.

Motion by Wenman Second by Schamberger; Motion passed all ayes.

Consider Lieutenant Promotional Process

Funke and Chief Kron explained the department is in need of testing for Lieutenant due to the resignation of Lt. Coleman in August 2022. The process was presented to the commission with changes pointed out: Moving notice from 7 to 10 days; and deletion of the exception to not meeting qualifications process. It was noted that only one current Sergeant meets all of the qualifications for Lieutenant and has already expressed he is not interested in testing. That will mean we open up the process and fill the position through examination.

The examination process is noted under item 2 of the process. The commission wished to amend the proposed process by inserting language that stated "One or more of the following exercises will be used in the examination process" and proposed removing the % weighted score for each exercise and replace with "The number of, type and weight of intended exercises will be announced at a later date."

Wenman asked if the new Lieutenant will be sent to an advanced training. Kron replied the FBI school or similar will be used.

Motion by Wenman to approve as amended; Second by Schamberger; Motion passed all ayes.

Consider the Sergeant Promotional Process

Along with the need for Lieutenant, the department is also in need of filling Sergeant vacancies. Changes included moving the notice from 7 to 10 days and deletion of the exception to not meeting the qualifications process. Interested applicants must meet the qualifications not later than July 1, 2023.

Motion by Wenman Second by Schamberger; Motion passed all ayes.

Other Business

Funke informed the committee that there is a March interview being planned.

Motion to Adjourn

Motion by Wenman Second by Schamberger; Motion passed all ayes.

Meeting adjourned at 12:16 PM

Respectfully submitted,

Michael A. Funke, Human Resource/Risk Manager