

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held November 7, 2024

Call to Order

Merit System Commission Meeting Call to Order at 11:27 AM

Mary Woeste	Chair	Present
Jim Kempe	Member	Present
Dave Rodehaver	Member	Present

Staff Members Present: Police Chief Craig Richardson, Fire Chief Traci Kuzminski, Deputy Fire Chief Mike Guadango and PIO Aaron Vietor

Approval of Minutes

Merit System Commission Meeting Minutes - October 3, 2024

Mrs. Woeste asked if there were any changes or corrections to the October 3, 2024 Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Full Time Firefighter Entry Level

Chief Kuzminski stated there are three open full-time Firefighters and would like to request advertising from November 8-29, 2024. She noted the advertisement states until filled however the closing date is November 29, 2024.

Mr. Rodehaver inquired if the information in the advertisement was accurate and Chief Kuzminski stated it was accurate.

Mr. Kemp moved to approve the Entry Level Firefighter advertisement.

RESULT: *(Yes 3, No 0, Abstained 0)*
MOVER: Jim Kempe
AYES: Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None
ABSTAIN: None

Full Time Police Officer Lateral

Chief Richardson reported there are two open Police Officer positions available. He stated he would leave one position vacant for the Cadet who will be starting the Police Academy in January 2025. He stated the former list had expired and requested a lateral transfer advertisement for the other open position. He said that two individuals were hired from that list. Mrs. Woeste inquired how many applications were received on the former list and Chief Richardson replied that 12 or 13 applied. He continued that the advertisement had been updated due to the new FOP Union Contract that was approved.

Mr. Rodehaver inquired if the information in the advertisement was accurate and Chief Richardson stated it was accurate.

Mr. Rodehaver moved to approve the full-time Police Officer Lateral advertisement.

RESULT: *(Yes 3, No 0, Abstained 0)*
MOVER: Dave Rodehaver
AYES: Mary Woeste, Jim Kempe, Dave Rodehaver

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NAYS: None
ABSTAIN: None

Full Time Sergeant

Chief Richardson reported that Sergeant John Howard will be retiring in January 2025 and would like to start the advertising process. He stated that most of the officers are new, and he was not sure if anyone would apply. Chief Richardson explained if there were not any internal candidates, the division would then look to the outside for lateral candidates. Mrs. Woeste stated at the first meeting in January 2025 the Commission would know whether there are inside candidates. She remarked at that time, if we did not have an internal candidate, Chief Richardson would then request to begin the lateral process.

Mr. Rodehaver moved to approve the Police Sergeant Promotional advertisement.

RESULT: (Yes 3, No 0, Abstained 0)
MOVER: Dave Rodehaver
AYES: Mary Woeste, Jim Kempe, Dave Rodehaver
NAYS: None
ABSTAIN: None

Other Business

None.

Adjournment

The meeting adjourned at 11:33 a.m.



ATTEST: Clerk of Council Amy Brown



Mary Woeste