

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held August 3, 2023

Call to Order

Merit System Commission Meeting Call to Order at 10:00 AM

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

Staff Members Present: City Manager Michael Davis, Police Chief Craig Richardson, Fire Chief Dave Cooper, Deputy Police Chief Jason Neubauer, Deputy Fire Chief Traci Kuzminski, Street Superintendent Chris Dunn, Human Resources Administrator Brittany Runnels, Public Information Officer Aaron Vietor, and Clerk of Council Amy Brown.

Approval of Minutes

Merit System Commission Meeting Minutes - July 13, 2023

Mrs. Woeste asked if there were any changes or corrections to the July 13, 2023 MSC meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Certify and Release Scores - Entry Level Police Officer

Mrs. Brown distributed the scores for the Entry Level Police Officer.

Mrs. Woeste stated they have five candidates.

Mrs. Brown replied, yes. She noted the second group of names did not take the NTN test, and the last group of names had not filled out the City application or they had been on a previous list. She added a couple of them are already officers with the City because when the scores are pulled from NTN, it pulls everyone from the past year who has taken the test.

Mr. Rodehaver made a motion to certify and release the scores for Entry Level Police Officer.

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

Mrs. Brown collected the scores.

Certify and Release Scores - Facility Grounds Keeper

Mrs. Brown distributed the scores for the Facility Grounds Keeper. She reported there were 13 names on the list that passed the test and the bottom group of names filled out the City application, but did not take the test.

Mr. Dunn asked if it would be possible to release all 13 names instead of just the top 10 names.

The members were in agreement to certify and release all 13 names on the list.

Mrs. Woeste made a motion to certify and release all 13 names on the list.

RESULT: Passed, *(Yes 3, No 0, Abstained 0)*

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MOVER: Mary Woeste
AYES: Jim Kempe, Dave Rodehaver, Mary Woeste
NAYS: None

Mrs. Brown collected the scores.

Advertisement - Lateral Entry Firefighter

Mrs. Woeste asked if the Fire Division had already done a Lateral Entry hire or was this the first time.

Chief Cooper stated they have already done a Lateral Entry process, and then did an Entry Level process and have exhausted that list. He explained they have several new firefighters and they would like a couple of experienced firefighters, and added they have two open spots.

Mr. Rodehaver made a motion to approve the Lateral Entry Firefighter advertisement.

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

Other Business - None

Adjournment

Adjournment at 10:06 AM


Mary Woeste


ATTEST: Clerk of Council Amy Brown