

**FIRCREST CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES**

**September 3, 2013
4:00 PM**

**FIRCREST CITY HALL
COUNCIL CHAMBERS**

CALL TO ORDER

The regular meeting of the Fircrest Civil Service Commission was called to order at 4:00 p.m. by **CHAIRMAN KOERGER** who presided. **COMMISSIONERS MEDLEY** and **HARRISON** were present. Also present was Chief Examiner/Secretary Keely.

MINUTES

MOVED BY KOERGER, SECONDED BY MEDLEY, THE COMMISSION APPROVE THE MINUTES AS PUBLISHED OF THE AUGUST 5, 2013 REGULAR MEETING. CHAIRMAN KOERGER AND COMMISSIONERS MEDLEY AND HARRISON VOTED AYE. MOTION CARRIED.

**UNFINISHED
BUSINESS**

None.

NEW BUSINESS

Keely introduced a timeframe for establishing an eligibility list for a police officer-lateral position. Responding to Koerger, Chief John Cheesman stated that he anticipated a start date of September 23rd for the officer that would be hired to fill the vacancy when the police officer retired at the end of July. He further noted an officer was presently looking for employment outside of Fircrest, noting that the position could be vacant as soon as the end of October and requested that the timeframe to establish a list be shortened. He reported the position could be vacant as soon as the end of October. Discussion ensued and the Commissioners agreed on the application period being open for five weeks, the interviews being conducted sometime during the week of November 18th, and the eligibility list presented at the regular December meeting. Keely noted she would provide an updated schedule to the Commissioners prior to the next regular meeting. Cheesman proposed that the oral board be comprised of the same individuals that previously interviewed candidates to establish the eligibility list. He indicated he would contact them to inquire of their availability for the week of November 18, 2013.

City Manager Rosenblatt stated that five weeks isn't very long for the application period and if the timeframe to receive applications was extended, there would be more of an opportunity for applicants to apply. If enough qualified applicants didn't apply in the five-week period, the opening would need to be re-advertised and there would be additional costs.

CORRESPONDENCE

None.

COMMITTEE REPORTS

None.

**PAYROLL
CERTIFICATION**

MOVED BY KOERGER, SECONDED BY HARRISON, THE COMMISSION APPROVE THE PAYROLL CERTIFICATION AS SUBMITTED FOR THE MONTH OF SEPTEMBER. CHAIRMAN KOERGER AND COMMISSIONERS MEDLEY AND HARRISON VOTED AYE. MOTION CARRIED.

ADJOURNMENT

MOVED BY KOERGER, SECONDED BY MEDLEY, TO ADJOURN THE MEETING AT 4:14 PM. CHAIRMAN KOERGER AND COMMISSIONERS MEDLEY AND HARRISON VOTED AYE. MOTION CARRIED.



CHAIRMAN, CIVIL SERVICE COMMISSION

CHIEF EXAMINER LISA KEELY