

CALL TO ORDER The regular meeting of the Fircrest Civil Service Commission was called to order at 4:00 P.M. by **CHAIRPERSON KOERGER**, who presided. Also present were **COMMISSIONER BECHTHOLT**, **COMMISSIONER WILSON**, and Chief Examiner Arlette Burkhart.

MINUTES **MOVED BY COMMISSIONER WILSON, SECONDED BY COMMISSIONER BECHTHOLT, TO APPROVE THE MINUTES OF THE OCTOBER 06, 2025, REGULAR MEETING AS AMENDED.**

UPON VOTE, THE MOTION CARRIED (3-0).

UNFINISHED BUSINESS None.

NEW BUSINESS *Certification of the Eligibility List for the Police Records Technician position.* The Police Records Technician Eligibility List was presented to the Civil Service Commission for certification.

MOVED BY COMMISSIONER BECHTHOLT, SECONDED BY COMMISSIONER WILSON, TO CERTIFY THE ELIGIBILITY LIST FOR THE POLICE RECORDS TECHNICIAN POSITION.

UPON VOTE, THE MOTION CARRIED (3-0).

Introduction of Officer Kennedy Orteza. Chief Examiner Burkhart provided a brief background on the new Police Officer, Kennedy Orteza. The Commission welcomed Officer Orteza.

CORRESPONDENCE None.

COMMITTEE REPORTS None.

PAYROLL CERTIFICATION **MOVED BY COMMISSIONER WILSON, SECONDED BY COMMISSIONER BECHTHOLT, TO APPROVE THE PAYROLL CERTIFICATION FOR NOVEMBER 2025.**

UPON VOTE, THE MOTION CARRIED (3-0).

FINAL COMMENTS Chief Examiner Burkhart reported that she attended the Annual Civil Service Conference.

EXECUTIVE SESSION None.

ADJOURNMENT **MOVED BY COMMISSIONER BECHTHOLT, SECONDED BY COMMISSIONER WILSON, TO ADJOURN THE MEETING AT 4:07 P.M.**

UPON VOTE, THE MOTION CARRIED (3-0).

A large, stylized handwritten signature in blue ink, written over a horizontal line.

CHAIRPERSON, CIVIL SERVICE COMMISSION

A handwritten signature in blue ink, written over a horizontal line.

CHIEF EXAMINER ARLETTE BURKHART