

*Auburn Municipal Civil Service  
Minutes –Monthly Meeting Tuesday, November 4, 2014 -9am*

Roll Call – Civil Service Clerk; Anna Hlywa took the roll call. Present were Commissioner Diane Gove, Commissioner Jack Hardy and Commissioner Dan Emmi. Also present City Manager Doug Selby, Superintendent of Public Works Michael Talbot, Chief of Police Brian Neagle, Fire Chief Jeff Dygert and Fire Lieutenant Brian Donovan.

Approve minutes of Regular Meeting October 2, 2014.

Motion to approve minutes by Commissioner Gove 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0.

Old Business

New Business

- Approval of exam announcements: Fire Chief #74-881, Assistant Fire Chief #74-882, Clerk #20-152 & Account Clerk #20-151.

Commissioner Gove questioned the min quals vs the jobs specs in each of the exam announcements. Chief Dygert spoke that the announcements are in line with what they will be requesting to change the job specs to. The exam announcements presented allow people to take the exam based on their past job service and is what has been used the last couple times. The Commission discussed the salary of Fire Chief and it was decided that it needs to be added on the exam announcement that it will be determined upon appointment. City Manager Doug Selby confirmed that there is not a set salary for upper management positions anymore. Motion to approve the exam announcement with adding the salary line for Fire Chief by Commissioner Hardy 2<sup>nd</sup> by Commissioner Gove. Motion Carried 3-0. Motion to approve Exam Announcements as presented for Clerk and Account Clerk by Commissioner Gove, 2<sup>nd</sup> by Commissioner Hardy. Motion carried 3-0. Commissioner Gove requested the job spec for clerk to be changed that a HS diploma is required. The Commission is in agreement.

- Request from City Manager to approve Position Duties Statement and classify a job for refuse collection enforcement.

City Manager & Superintendent of PW reviewed the job. The Commission discussed possible titles and agreed upon Municipal Solid Waste/Recycling Officer. Motion to add job title in the Competitive class by Commissioner Hardy 2<sup>nd</sup> by Commissioner Gove. Motion Carried 3-0. Anna to put together job spec and order the exam. Mike may hire provisionally, pending approval of Jurisdictional Classification and the outcome of the examination.

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Minutes Continued

- Discussion of new monthly meeting day & time

Motion made by Commissioner Gove to change the monthly meeting date & time to the 2nd Monday of each month at 6:30pm. 2<sup>nd</sup> by Hardy. Motion Carried 3-0.

- Employee Changes

No discussion had.

Commissioner Gove asked if Chief Neagle wanted to bring something to the Commission. Chief Neagle asked that they again consider the new exams for Sergeant & Lieutenant. The decisions that were made last month were explained. Chief Neagle expressed his concern stating it would be a disservice of the Commission not to give a new exam. A lengthy discussion was had in regards to notifying the candidates. It was asked to send an intent letter to all the Sergeant candidates. Anna inquired what the intention is. Anna asked the Commission to review their rules in regards to notification of revoking a current eligible list and provide her with direction in what needs to be done. Motion by Commissioner Emmi to order a new exam and send the candidates on the current list a letter stating we have done so but not an intent letter. 2nd Hardy - Emmi - yes - Hardy - yes - Gove - Abstained. Motion carried.

- Upcoming schedule

Attached, December 6<sup>th</sup> at City Hall 4 people with 4 different exams. Commissioner Gove & Commissioner Hardy to administer

Motion to adjourn my Commissioner Gove 2<sup>nd</sup> by Commissioner Hardy Motion carried 3-0.

Motion to go back in session by Commissioner Gove 2<sup>nd</sup> by Commissioner Hardy. Meeting back in session. Present were Commissioner Diane Gove, Commissioner Jack Hardy and Commissioner Dan Emmi. Also present City Manager Doug Selby, Fire Chief Jeff Dygert and Fire Lieutenant Brian Donovan.

The Commission received a request via email yesterday asking that a firefighter candidate be reinstated to the current eligible list after providing documentation as to why they failed the agility exam. The Commission discussed with the City Manager and Fire Chief if they will have the need to hire again. Motion made to reinstate the candidate based on the documentation provided. 2<sup>nd</sup> by Commissioner Hardy Motion carried 3-0.

Motion to Adjourn by Commissioner Gove 2<sup>nd</sup> by Commissioner Hardy Motion Carried 3-0.

 12/16/2014  
Attest