

### **City of Grand Island**

### Tuesday, August 13, 2002 Council Session

#### Item G1

Receipt of Official Document - Civil Service Minutes of July 17, 2002 and August 2, 2002

The Minutes of the July 17, 2002 and August 2, 2002 Civil Service Minutes are submitted. See attached MINUTES.

**Staff Contact: Brenda Sutherland** 

City of Grand Island City Council

City Of Human Resources



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# MINUTES CIVIL SERVICE COMMISSION July 17, 2002

Roll Call: Members Present: B

sent: Burns, Hilligas, Leeper

Members Absent:

Also Present: Brenda Sutherland, Fire Division Chief Curt Rohling, Attorney Dale

Shotkoski

None

Leeper called the meeting to order at 8:30 a.m.

Notice of the meeting was published in the July 16, 2002, edition of the Grand Island Independent.

Burns moved to approve the minutes of the June 24, 2002, meeting. Hilligas seconded the motion which carried unanimously upon roll call vote.

The Commission reviewed the listing of 13 candidates for Fire Prevention Division Chief testing. Candidate John Mayer telephoned 7/16/02 to withdraw from consideration. By review of Article III, Section A, (3) (a), Burns moved to remove candidate Travis Trauernicht and certify the remaining 11 candidates, namely, Bluschke, Burroughs, Harris, Hoffman, Hotz, Iverson, Meyer, Shubert, Studnicka, Wegner and Wolff as eligible to test for the Fire Prevention Division Chief position. Hilligas seconded the motion, which passed unanimously upon roll call vote.

The Commission heard from Dale Shotkoski, Attorney for the City, that promotional testing for the Fire Captain position may not meet Civil Service Commission rules and regulations; that the promotional testing may need to be open to candidates from outside the Fire Department. It was ageed upon to go forward with the promotional testing previously scheduled, but further research will be done by the Fire Department and the Legal Department to determine whether or not the Commission needs to change the procedure for future testing.

There being no further business, Hilligas moved to adjourn the meeting at 9:00 a.m. Burns seconded the motion, which carried unanimously upon roll call vote.

Respectfully submitted,

Brenda Sutherland, Secretary Civil Service Commission

Approved by Civil Service Commission: 8/2/02 Copies of approved Minutes to: City Clerk



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# MINUTES CIVIL SERVICE COMMISSION August 2, 2002

Roll Call: Members Present: Burns, Hilligas

Members Absent: Leeper

Also Present: Peter Kortum, Police Captain, Kerry Mehlin, Police Sergeant, R. D. Coontz

and

Randy Throop, Firefighters, Curt Rohling, Fire Operations Division Chief and

Brenda Sutherland, HR Director.

Burns called the meeting to order at 8:35 a.m.

Notice of the meeting was published in the July 30, 2002, edition of the Grand Island Independent.

Hilligas moved to approve the minutes of the July 17, 2002, meeting. Burns seconded the motion, which carried unanimously upon roll call vote.

The Commission received a request from the Police Department to certify candidates to fill two Police Officer positions. Hilligas moved to certify the top four names, namely, Clemans, Bennett, Castleberry and Wilson. Burns seconded the motion, which passed unanimously upon roll call vote.

Police Captain Kortum presented information to the Commission regarding the use of polygraph tests for Police Officer candidates from the certified list. The State Patrol will administer the tests prior to offers for employment. Any individual admitting to deception during the test would be removed from the certified list by the Commission.

The Commission reviewed the results of the Fire Prevention Division Chief test administered on July 31, 2002. Burns moved the test results be certified. Hilligas seconded the motion, which passed unanimously upon roll call vote.

Rohling presented to the Commission an explanation of his research regarding Fire Captain promotional testing in Kearney, Hastings and Lincoln. All promote for Fire Captain as a result of testing their own ranks. A letter from Dale Shotkowski, City Attorney, stated the procedure we use currently is within Civil Service rules and regulations.

The Commission was presented with an ordinance to amend Section 12-5 of the Grand Island City Code (job classification titles) previously approved by the Mayor and the City Council. The new title is followed by the old title in parenthesis): Fire Operations Division Chief (Deputy Fire Chief), Fire Prevention Division Chief (Fire Marshall), Fire Training Division Chief (Fire Training Officer), and EMS Division Chief (Paramedic Supervisor). Hilligas moved that the Commission accept the title changes as amended by the Mayor and City Council. Burns seconded the motion, which passed unanimously upon roll call vote.

Rohling presented for Commission approval a proposed change in the physical ability/agility test administered to entry level candidates. The change consisted of eliminating the wall hurdle and replacing it with the roof ventilation simulator. Burns moved to eliminate the wall hurdle and replace it with the roof ventilation simulator. Hilligas seconded the motion, which passed unanimously upon roll call vote. Mentioned also was that this physical ability/agility test will be administered in October to current firefighters. Coontz and Throop ask what the result would be if firefighters failed the ability/agility test. Sutherland responded that in such cases, the individuals would be allowed to re-test within 60 days.

There being no further business, Burns moved to adjourn the meeting at 9:17 a.m. Leeper seconded the motion, which carried unanimously upon roll call vote.

Respectfully submitted,

Brenda Sutherland, Secretary Civil Service Commission

Approved by Civil Service Commission: 8/7/02 Copies of approved Minutes to: City Clerk