

GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
JANUARY 14, 2026

Mr. Robert Calderone called the meeting to order at 6:00pm and noted that Mrs. Baer was in attendance. Pam Serina and Melinda Svenson from HR were also in attendance along with student municipal reps Colin Trochowski and Maggie McKee. Mr. Clark “Chip” Westfall was not in attendance.

MINUTES

Commission reviewed the December 10, 2025 meeting minutes. Mrs. Baer made a motion to adopt the minutes, and Mr. Calderone seconded the motion.

CORRESPONDENCE

- The Commission reviewed the expense report ending December 31, 2025. Pam stated the only difference from the November report was the payment for the Fire Captain test under Testing and advertising fees for the Firefighter/Engineer job under Advertising. Pam stated the 2026 budget has been approved.
- DocuSign Documents (Commission reviewed the below forms previously signed in DocuSign):
 - Payroll Status Forms
 - Theodore Ganoë (Lieutenant 1 – Promotion) – Signed 1/11/2026
 - Aaron Hoxworth (Fire Medic – Resignation) – Signed 12/19/2025
 - Doug Kisamore (Service Worker III – Promotion) – Signed 12/19/2025
 - Jason Marzilli (Battalion Chief 3 – Promotion) – Signed 12/19/2026
 - Ben Poole (Captain 1 – Promotion) – Signed 1/11/2026
 - Jeffrey Springston (SW II – Transfer) – Signed 1/11/2026
 - Staffing Requisitions
 - Firefighter/Engineer (to hold an exam and hire 1) – Signed 12/19/2025
 - Fire Captain (to certify the list and promote 1) – Signed 12/19/2025
 - Fire Medic (to certify the list and hire 1) – Signed 12/24/2025
 - Service Worker I (to hold an examination and create a list) – Signed 1/11/2026
 - Service Worker II (to hold an examination and create a list) – Signed 1/11/2026

NEW BUSINESS

- Melinda distributed the updated 2026 Civil Service Commission meeting dates. Mrs. Baer reminded the Commission she will not be in attendance at the June meeting.
- Election of the 2026 Civil Service Chairperson and Co-Chairperson
 - Mrs. Baer motioned to nominate Mr. Calderone as the 2026 Chairperson. Mr. Calderone seconded the motion.
 - Mr. Calderone motioned to nominate Mrs. Baer as the 2026 Co-chairperson. Mrs. Baer Seconded the motion.
- Pam stated that Public Service Director Valerie Carr would not be attending tonight’s meeting. Pam told the Commission that Valerie was very appreciative of all the time the Commission took to review and revise the Civil Service rules. Pam stated the City has two service supervisors retiring and Valerie plans to attend a later Civil Service meeting to discuss testing options.
- Melinda informed the Commission that the Service Worker I and II exam will be held on March 18, 2026 at 6pm. The test will be held at the Central Park Community Hall.
- Firefighter/Engineer Position

- Mr. Calderone asked if the Chief had a chance to review the proposed matrix. Pam stated he had not, but Melinda had reviewed it and identified some areas that need modified due to the sections of the matrix not being measurable and or too subjective for a resume/application review.

OLD BUSINESS

- Civil Service Rule Review
 - Pam informed the rules are having a final review in the Law Department and then Pam will review one last time prior to the rules going to print.
- Eligibility List/Requisition Status:

<u>Active Eligibility Lists:</u>	<u>Open Requisitions:</u>
Secretary Expires 2/07/2026	Firefighter/Engineer – To hold an exam and create a list Signed by CSC: 12/19/2025
Service Worker I Expires 3/17/2026	Fire Medic – To certify the list and hire 1 Signed by CSC: 12/24/2025
Service Worker II Expires 3/17/2026	Service Worker I – To hold an exam and create a list Signed by CSC: 1/11/2026)
Account Clerk Expires: 4/21/2026	Service Worker II – To hold an exam and create a list Signed by CSC: 1/11/2026
Fire Lieutenant Expires: 4/21/2026	
Payroll Clerk Expires: 10/28/2026	
Fire Medic Expires: 11/07/2026	
Fire Captain Expires: 12/08/2026	

NEXT MEETING:

The next scheduled Civil Service Commission meeting will be February 11, 2026.

There being no further business, Mrs. Baer motioned for the meeting to adjourn, and Mr. Calderone seconded this motion. The meeting adjourned at 6:21pm.

Respectfully submitted,

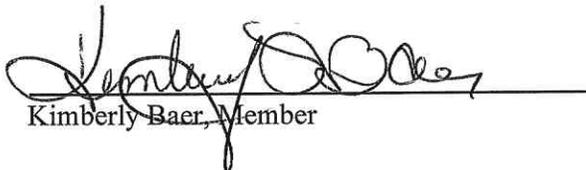
Melinda Svenson

Clark Westfall, Chair

Date


Robert Calderone, Co-Chair

2-11-26
Date


Kimberly Baer, Member

2-11-2026
Date