



**GREEN CIVIL SERVICE COMMISSION  
MEETING MINUTES  
SEPTEMBER 11, 2024**

Mr. Westfall called the meeting to order at 6:00pm and noted that Mr. Robert Calderone was in attendance. Mrs. Kimberly Baer was not in attendance. Melinda Svenson from HR was also in attendance along with all three CSC Student Municipal Reps: Travis Huff, Jeffrey Liu, and Maxwell McKee.

**MINUTES**

Commission reviewed the August 14, 2024 meeting minutes. Mr. Calderone made a motion to adopt the minutes and Mr. Westfall seconded the motion.

**CORRESPONDENCE**

- Commission reviewed the expense report ending August 31, 2024. Melinda noted one change in the Advertising Account due to \$126.43 utilized for the Fire Medic advertising on Indeed. *Melinda took a few moments to explain the report to the student municipal reps.*
- DocuSign Documents (Commission reviewed the below forms previously signed in DocuSign):
  - Payroll Status Forms
    - Kevin White (Resignation – Planner) – Signed 9/11/2024
  - Requisitions
    - Engineering Tech (to conduct an exam and create an eligibility list) – Signed 8/28/2024

**NEW BUSINESS**

- Review of Fire Medic applications to qualify for exam scheduled September 26, 2024. *Commissioners explained the qualifying process to the student reps and the importance of the process.*
  - Commissions qualified 43 candidates to take the exam. (Three of these candidates are pending the submission of additional documentation. i.e. copy of diploma, driver’s license, paramedic card.)
  - Commission signed the qualified letters for the candidates.
  - Mr. Calderone stated he was going to review the OP&F language in the fire medic job description and possibly give a recommendation for change at the next meeting.

**OLD BUSINESS**

- City email addresses for Commission
  - Melinda informed the Commission that this will be voted on at the September 24, 2024 Council meeting.
- Eligibility List/Requisition Status:

<b>Active Eligibility Lists:</b>	<b>Open Requisitions:</b>
Fire Medic Expires 9/16/2024	Fire Medic (to certify names and hire 1) Signed by CSC: 5/15/2024
Assistant Fire Chief Expires 11/20/2024	Secretary (to certify names and hire 1) Signed by CSC: 8/1/2024
Service Worker I Expires 1/02/2025	Fire Medic (to conduct an exam and create an eligibility list) Signed by CSC: 7/24/2024
Service Worker II Expires 1/02/2025	Engineering Tech (to conduct and exam and create an eligibility list) Signed by CSC: 8/28/2024

Secretary Expires 1/31/2025	
Parks & Rec Supervisor Expires 2/12/2025	
Parks & Rec Programmer Expires 7/08/2025	

**NEXT MEETING:**

The next scheduled Civil Service Commission meeting will be October 9, 2024.

There being no further business, Mr. Westfall motioned for the meeting to adjourn, and Mr. Calderone seconded this motion. The meeting adjourned at 6:52pm.

Respectfully submitted,

Melinda Svenson




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Clark Westfall, Chair

11-13-24  
Date

Not in Attendance

Kimberly Baer, Co-Chair

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Date




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Robert Calderone, Member

10-09-2024  
Date