

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
OCTOBER 8, 2025**

Mr. Clark “Chip” Westfall called the meeting to order at 6:00pm and noted that both Mrs. Baer and Mr. Calderone were in attendance. Pam Serina and Melinda Svenson from HR were also in attendance along with both Student Municipal reps, Maggie McKee and Colin Trochowski.

MINUTES

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

CORRESPONDENCE

- The Commission reviewed the expense report ending September 30, 2025. Pam informed the Commission there was an increase of \$13,000 to the Testing account to have money for the Fire Captain promotional exam in November.
- DocuSign Documents (Commission reviewed the below forms previously signed in DocuSign):
 - Payroll Status Forms
 - Matthew Bolan (New Fire Medic Hired) – Signed 9/15/2025
 - Staffing Requisitions
 - Payroll Clerk (to hold an examination and create a list and Hire 1) – Signed 9/15/2025

NEW BUSINESS

- Commission reviewed the 42 applications/resumes submitted by fire medic candidates for the upcoming fire medic exam and determined 37 candidates were qualified to take the exam. 5 candidates were deemed unqualified to take the exam due to failure to submit all required application documentation. Commission signed the qualified letters.
- Commission reviewed the 78 applications/resumes submitted by payroll clerk candidates for the upcoming payroll clerk exam and determined 47 candidates were qualified to take the exam. 31 candidates were deemed not qualified due to lack of experience/education or failure to submit all required application documentation. Commission signed the qualified letters.

OLD BUSINESS

- Civil Service Rule Review
 - Pam discussed rule 5.5 Examination Scoring with the Commission to clarify the intent of the proposed language.
 - Pam asked if it was the intent to have the testing company do the adjusting of scores if a curve to the scores was needed. All Commissioners agreed that this was the intent.
 - Pam asked the Commissioners that if a test was created and administered internally, if it was the Commissioners intent that the administration would do the adjusting of the scores if less than 12 candidates passed the exam. Pam clarified this would be with the Commission’s approval. Mr. Calderone suggested just using “Test Administrator” which would be applicable for both internal and external exams.

- Mr. Calderone asked if the way the curve is calculated should be defined. Pam stated this could be different every time depending on the different testing administrators. Mr. Calderone suggested just lowering the passing score and allowing candidates who score below 70% to be considered.
- Pam stated she would re-write Rule 5.5 with the modifications suggested and email the new language to the Commission for review.
- Eligibility List/Requisition Status:
 - Melinda read an email from Fire Chief, Jeff Funai, requesting the fire lieutenant requisition certification be extended to 12/19/2025 based on the date of the captain exam. Commission extended the certification per the Fire Chief's request.

Active Eligibility Lists:	Open Requisitions:
Engineering Technician Expires 11/1/2025	Fire Captain (to hold an examination and create a list) Signed by CSC 8/04/2025
Code Inspector Expires 12/30/2025	Fire Lieutenant (to certify names and promote 1) Signed by CSC 8/12/2025; Extended to 12/19/2025
Secretary Expires 2/07/2026	Fire Medic (to hold an examination and create a list) Signed by CSC: 9/10/2025
Service Worker I Expires 3/17/2026	Payroll Clerk (to hold an examination and hire 1) Signed by CSC: 9/15/2025
Service Worker II Expires 3/17/2026	
Account Clerk Expires: 4/21/2026	
Fire Lieutenant Expires: 4/21/2026	


NEXT MEETING:

The next scheduled Civil Service Commission meeting will be November 12, 2025.

There being no further business, Mr. Calderone motioned for the meeting to adjourn, and Mrs. Baer seconded this motion. The meeting adjourned at 8:06pm.

Respectfully submitted,


Melinda Svenson


Clark Westfall, Chair

11-7-25
Date


Robert Calderone, Co-Chair

11-07-2025
Date


Kimbekly Baer, Member

11-7-2025
Date