

Office of the Civil Service Commission

**Minutes**

Civil Service Commission Meeting

July 24, 2024

**MEMBERS PRESENT:** Robert Stiefvater, Scott McCreery, Amanda Barcon

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mayor Kingston, Fire Chief Mark Bender, Police Chief Stan Korinek

**CALL TO ORDER** at 5:06pm.

**NEW BUSINESS:**

Approval of May 13, 2024 Minutes. Motion by A. Barcon. Seconded by S. McCreery. Motion approved.

Discussion to certify list for position of Fire Lieutenant. A Written Assessment was conducted by Ryan-Ramsey HR Solutions LLC on July 16th. Six Candidates completed the written Assessment. Results from tests were reviewed and four candidates were approved. Motion to certify the list as stands with 4 candidates by S. McCreery. Seconded by A. Barcon. Motion Approved.

Discussion to Re-Certify Fire Fighter/Paramedic Candidate list dated August 17<sup>th</sup> 2023. Motion to Re-Certify the list as stands with 15 candidates by A. Barcon. Seconded by S. McCreery. Motion approved.

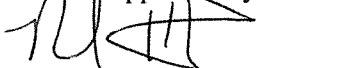
Discussion to De-Certify Police Officer Candidate list dated October 18<sup>th</sup> 2023. Motion to De-Certify the list as stands with 12 candidates by A. Barcon. Seconded by S. McCreery. Motion approved.

Discussion of advertising and testing for new applicants for Police Officer/Patrolmen to establish and certify a new list of candidates qualified to be hired. Motion to move ahead with entry level Police Officer testing to be administered by Ryan-Ramsey Solutions LLC by A. Barcon. Seconded by R. Stiefvater. Motion approved.

Discussion to promote the position of Police Sergeant and Police Lieutenant. It was decided to conduct a written exam for the promotion of Sergeant and an oral assessment for the promotion of Lieutenant. Motion to use Ryan-Ramsey HR Solutions LLC to administer the written exam to promote a Police Officer to position of Sergeant and oral assessment to promote a Police Sergeant to Lieutenant. Motion by S. McCreery. Seconded by, A. Barcon. Motion approved.

**ADJOURNMENT** at 5:38 pm. Motion by S. McCreery. Seconded by A. Barcon. Motion Approved.

Minutes approved by:



Robert Stiefvater, Chairperson

Minutes prepared by:

Valerie DiCamillo, Recording Secretary

