



**Civil Service Commission Meeting Minutes**  
**Wednesday, October 13, 2021, 5:00 PM**  
**Fire Station 42, 4321 NW Parker ST**

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*NOTE: Please see the published Agenda Packet for all item file attachments*

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**CALL TO ORDER**

*The meeting was called to order by Chairman Goodpaster at 5:15 PM*

**ROLL CALL**

Present: Ron Goodpaster, Martin Burrows

Excused: Rich Rodgers

Staff: Kacie Jones, Jennifer Gorsuch, Chief Lackey, Chief Swinhart, Alicia Stevens,  
Teresa Duey, Sydney Baker

**MINUTES TO BE APPROVED**

1. 07-14-2021 Regular Meeting Minutes  
**It was moved by Burrows, seconded by Goodpaster, that the July 14, 2021 regular meeting minutes be approved. The motion carried unanimously.**

**MEETING ITEMS**

2. Fire Department Promotional List Extension Request

Presenter: Chief Nick Swinhart

*Chief Swinhart explained that the current BC promotional list is expiring soon, and the department does not have the available time or qualified staff to hold another promotional exam. Chief requests a six-month extension to the current list.*

**It was moved by Goodpaster, seconded by Burrows, that the current promotional list's expiration date be extended by 6 months. The motion carried unanimously.**

3. Code Enforcement Hiring Eligibility List

Presenter: Kacie Jones

*Secretary Jones gave a brief overview of the Code Enforcement hiring process and submitted the list of candidates for approval.*

**It was moved by Goodpaster, seconded by Burrows, that the conditional hiring list be approved. The motion carried unanimously.**

4. The Police department and City administration seek clarification on whether internal candidate can be considered for an internal hiring process or if the hiring process needs to be opened to outside candidates, specifically pertaining to section 7 of the Civil Service Rules.

Chief Lackey presented documents and background regarding the Lead Records Clerk hiring process that was temporarily suspended due to a lack of qualified candidates, as well as information to help determine internal candidate qualifications. Due to technical difficulties and a need to review the provided documentation, the decision was made to schedule a special meeting for this agenda item.

## **OTHER ITEMS**

## **REPORTS**

## **ADJOURNMENT**

*The meeting was adjourned at 5:47 PM*