

CIVIL SERVICE COMMISSION MINUTES
MAY 17, 2016 AT 3:30 P.M.

The Fort Madison Civil Service Commission met on Tuesday, May 17, 2016 at 3:30 P.M. at City Hall, 811 Avenue E, Fort Madison, Iowa. Commission Members John Rick, Ruis, Lydia Peterschmidt and Duane Denning and were present as well as Civil Service Clerk Melinda Blind, City Manager David Varley and Fire Chief Joey Herren

APPROVAL OF MINUTES

Denning MOVED and Peterschmidt SECONDED to approve the minutes of January 28 and March 14, 2016.

MOTION CARRIED 3 AYES

FIRE FIGHTER LIST

Denning MOVED and Peterschmidt SECONDED to approve the Entry Level Fire Fighter List.

MOTION CARRIED 3 AYES

POLICE CHIEF VACANCY

Varley said he started from scratch with the process and is currently working on a job application form. He gave a packet to Commission members with the Job Description, Proposed Ad, publications/sites to advertise in, tentative dates, and the proposed interview process:

- ♦ May 23-30 place ads (Fort Madison, Burlington, Iowa City, Des Moines, Cedar Rapids, Davenport)
- ♦ Applications available through City Clerk/City Website and due to City Clerk by July 1
- ♦ Applicants meeting qualifications to be given 10 essay questions (mailed week of July 4)
- ♦ Essay questions to be returned by July 29 or July 22.
- ♦ City Manager to review essay questions, choosing top 20-25 applications
- ♦ Commission to certify top 10 candidates (August 17)
- ♦ Top 3-5 candidates to be invited to interview August 29 (possible date). Interviews will consist of panels consisting of community leaders, staff, police department, possibly a panel of professionals. The Civil Service Commission should have a member sit in with these panels. Each group to report what they see as the strengths and weaknesses, etc. of each candidate. Top 1-2 will have one-on-one interviews with City Manager. The top candidate's name will be submitted to the Council for their approval.

Varley has a list of essay questions for the candidates to answer and also a list of questions for each panel. Each panel will be able to ask a few questions of their own making.

Denning MOVED and Peterschmidt SECONDED a motion to approve the process and timeline.

MOTION CARRIED 3 AYES

With no further business before the Commission, the meeting adjourned at 3:54 P.M.

UNANIMOUS APPROVAL