

The Civil Service Commission met on May 13, 2024, at 9:00 a.m. in Council Chambers. In attendance: Commission Members: Drew Griffith, Mike Murphy, and Jeff Klein as well as HR Manager and Secretary to the Commission, Kelly Chalfant and Fire Chief Bill McCullough.

Ms. Chalfant began the meeting by explaining that in the Fire Division there is a Captain and Lieutenant scheduled for each shift. If the lieutenant that is scheduled is absent, a Firefighter/Paramedic is assigned as the Acting Officer for the shift.

For employees to be considered to work in the capacity of an Acting Lieutenant, they must take and pass the Civil Service Exam for that position. A Fire Lieutenant test was administered in June of 2023, with 11 individuals passing the exam. That eligibility list is scheduled to expire in June of this year. At this time, there are two additional employees who meets the requirements (of years of service) to take the exam, but they have stated they are not interested in being considered for that leadership role, yet. Therefore, given the time commitment and expense of giving an exam, Chief McCullough is asking to extend the current eligibility list for one year for Fire Lieutenants as there is no operational need to go through the testing process.

Mr. Griffith, who is new to the Commission, asked to review the rules, which Ms. Chalfant provided to him at that time. It was agreed that there is not language that specifically addresses the request to extend an eligibility list, though Chief McCullough stated that this has been done in the past, with the permission of the Commission, in cooperation with the Union employees when the circumstances were appropriate.

Mr. Murphy asked if the Union has expressed any concerns about this request. Chief McCullough indicated that he had met with the Union in a Labor Management meeting, and they understood the reasoning and had no concerns. Mr. Murphy stated he would feel more comfortable agreeing to the extension if the president of the IAFF were to attend a Civil Service meeting to discuss the matter in person.

The group felt that it would be more appropriate to amend the rules to include specific language to address the request to extend an eligibility list before they agreed to the extension of this list.

Chief McCullough and Ms. Chalfant offered to develop some suggested language and arrange for a subsequent meeting prior to the expiration date of the eligibility list in question.

Chief McCullough also asked for consideration of a process or language to address the hiring of current PT Firefighters to full-time positions without the need to retest. He relayed

the difficulty in the current state of recruiting for full-time positions adding that this would be a benefit to the City. The group agreed to the concept and asked Chief McCullough and Ms. Chalfant to develop some draft language that might be added to the rules to address this issue for the next meeting.