

1. 12:00 P.M. Joint Civil Service Commission

Documents:

[06-18-2018 AGENDA.PDF](#)
[05-09-2018 MINUTES.PDF](#)



JOINT CIVIL SERVICE COMMISSION MEETING
June 18, 2018
CITY HALL – Public Meeting Room
12:00 P.M.

AGENDA

1. Call to Order/Roll Call
2. Approve May 9, 2018 minutes
3. Fire Department
 - A. Open new hiring process for Fire Captain
 - B. Approve hiring process for Fire Captain
 - C. Review Firefighter list
 - D. Extend Paid On-Call Firefighter process
4. Adjournment

For further information regarding this meeting, please contact Kevin Bushard, Human Resources Manager at 507-333-0354. Persons needing assistance in order to attend or participate in this meeting should also contact Kevin Bushard.

CITY OF FARIBAULT
Joint Civil Service Commission Minutes
City Hall – Public Meeting Room
May 9, 2018

Commissioners Present: Wade Karli, Bob Koehler and Brian Peterson (arrived late).

Others Present: Human Resources Manager Kevin Bushard and Fire Chief Dustin Dienst.

1. Call to Order

Commissioner Koehler called the meeting to order at 12:00 p.m.

2. Fire Department

a. Disband Current Eligibility List

Chief Dienst stated that Paid On-call Firefighter Eric Ellingson retired. Exit interviews have been conducted and the reason for his leaving is due to other commitments in his life. The most current Eligibility List has been depleted. Subsequently, the Joint Civil Service Commission has chosen to disband the current Eligibility List.

Motion was made by Commissioner Koehler and seconded by Commissioner Karli to disband the current Eligibility List. Motion carried unanimously.

b. Open New Hiring Process for Paid On-call Firefighter

Motion was made by Commissioner Koehler and seconded by Commissioner Karli to open the new hiring process. Motion carried unanimously.

Chief Dienst reviewed the hiring process with the Commission and explained the Informational Meeting Handout that had been distributed. The handout included an agenda for the June 18th Informational Meeting, FAQs, and a sample of the reading comprehension test to be administered. Dienst explained that Paid On-call Firefighters who are EMTs take a written test for renewal of the EMT license. The Commission asked about the Fire Department alcohol policy. Dienst explained the alcohol policy provides that for each drink of alcohol consumed, the firefighter must wait for one hour before they are eligible to respond to a call or report to the fire station.

In addition to advertisement in the Faribault Daily News, the Paid On-call Firefighter employment opportunity will be posted on the City of Faribault's Facebook page.

The dates for the various stages of the hiring process have been established. The Physical Ability Test will be held Saturday, June 23, 2018. A make-up time can be offered if necessary, but the June 23rd date is preferred.

Commissioner Koehler stated that Joint Civil Service Commission members will not score the applications but will stop in during the process.

Commissioner Karli asked about the reading comprehension test and Chief Dienst stated candidates will not move forward in the process if they cannot read.

Commissioner Koehler expressed the need to get younger applicants and Commissioner Peterson stated that younger people do not have the drive. Koehler stated they have to be committed. Koehler suggested adding to the interview questions and asking applicants to tell about his or her best work experience or what was most rewarding about his or her last volunteer position. Dienst stated the questions could be added, but today's youth do not seem to be as civic-minded or interested in volunteerism. Dienst stated that part B in one or both questions could be removed or combined. Commissioner Peterson suggested removing Question #1 in its entirety and keeping only Question #2. Commissioner Karli suggested keeping part B for Question #1 and Question #2. Dienst stated changes would not be a problem. Peterson suggested giving a copy of the questions to the candidates in advance.

Commissioner Koehler stated we do a background check on the candidates. Koehler asked if the applicants could be asked if there is anything in their background that would be of concern and Kevin Bushard stated that question could be asked.

Commissioner Koehler asked if the Commission could approve the hiring process for a Captain because one will be retiring soon. Kevin Bushard stated that approval could be done at this time. Commissioner Karli stated he would prefer to do so at another meeting. Bushard indicated that waiting would not be an issue.

Commissioner Koehler suggested asking a Captain or outside person to help interview candidates. Chief Dienst would have ideas on whom to ask. Commissioner Karli suggested an internet search be used for potential interview questions and Dienst stated that was done with the prior recruitment process. A 20-minute response time was also discussed, as both Northfield and Owatonna use a 20-minute response requirement. Dienst stated a 20-minute response will provide a good baseline.

c. Approve Hiring Process

Motion was made by Commissioner Koehler and seconded by Commissioner Peterson to approve the hiring process with the noted changes. Motion carried unanimously.

3. Adjournment

Motion was made by Commissioner Koehler and seconded by Commissioner Peterson to adjourn the meeting. Motion carried unanimously.

Respectfully Submitted,



Kevin Bushard, Human Resources Manager
Joint Civil Service Commission Staff Liaison

KB:gmc