

**CIVIL SERVICE COMMISSION**  
**October 20, 2014 Meeting Minutes**

**Roll Call** - Members present for the meeting were Armando Johnson, Deb Bingham and alternate member France Krazalkovich who will be acting as a voting member for the meeting. Also present were Alternate Chris Delp, Commissioner Martin Schrieber and Manager Carol R. Lewis.

**Call to Order** – Chairman Johnson called the meeting to order at 6:03 pm.

**Approval of Minutes** – Motion by F. Krazalkovich second by A. Johnson and unanimously carried to approve the minutes of September 25, 2014 as presented.

**Unfinished Business**

Eligibility List Generation – A. Johnson received the results of the agility test from Chief Moffett via email dated 10/19/14 at 12:07 a.m. This will be included as part of the record. The Board identified 19 qualified applicants that scored 90 or above. Four qualified applicants scored 89. The Board reviewed the rules and regulations and determined that the 20<sup>th</sup> person is designated as the first person to turn in their application. This was determined to be David Vincent Vernacchio who turned in his application on August 8, 2014 at 14:04 p.m. This will also be attached as part of the record. ‘

Motion by F. Krazalkovich second by D. Bingham and unanimously carried to authorize the Commission Secretary, William Brogley to send out A-6, Notice of passing the Physical Agility test, amended to include a line requesting them to fill out an application and return it within 5 business days. A. Johnson clarified that the application must be postmarked within 5 business days. This application will be used as the basis for the polygraph test.

Once the applications come back, the oral exams will be set up. The Board asked that W. Brogley communicate the process to the rest of the board. They would like to try to schedule the exams for the week of November 3<sup>rd</sup> or 10<sup>th</sup>. Motion by F. Krazalkovich second by A. Johnson and unanimously carried to authorize the Secretary to communicate with the appointed Chiefs to schedule the exams.

Once the oral exams are complete the Commission will review the results and schedule the polygraph test and background check for the top 3 applicants. The Board discussed the fact that in case one of the 3 candidates does not come back with a positive result they will need to have enough time to review number 4 and 5 on the list. They were reminded the background check takes approximately 30 days.

**Hearing of Cases:** No cases to be heard at this time.

**New Business** – F. Krazalkovich asked if an updated copy of the Rules and Regulations could be disseminated electronically to the members.

**Communications & Reports:** The next meeting will be tentatively scheduled for Thursday, November 20, 2014 at 6:00 pm.

**Adjournment:** Motion by F. Krazalkovich seconded by D. Bingham and unanimously carried to adjourn the meeting at 6:44 p.m.

Respectfully submitted,

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Carol R. Lewis, Manager