

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, July 20, 2020
5:00 PM

Present: Christine Klein, Chair
Allyson Chicoski, Member
Marilyn Sessions, CSC Member

Also Present: Dawn Bishop, CSC Coordinator
James Soyars, Kent City Schools, Director of Business Services
John Tosko, City of Kent, Fire Chief
Nicholas Shearer, City of Kent, Police Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:00 pm on Monday, July 20, 2020, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of May 18 and June 15 minutes made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Ms. Sessions has been appointed to the Commission. Term runs through December 31, 2025.

Kent City Schools

Personnel Changes Read.

Mr. Soyars explained that unfortunately there were no viable candidates to hire off the eligible list. There was only one name on that list to begin with and there were concerns about hiring that person. Ms. Klein asked if it was pressing that they couldn't just go through the normal procedure and Mr. Soyars said yes as school is starting in just a couple weeks and there are only two mechanics to handle all buses and equipment. One mechanic opens up the garage and one stays late. They are really shorthanded. Ms. Chicoski asked what flags were raised about the one passing applicant and Mr. Soyars said he didn't really want to go into it but one could just look at public records in the court system.

MOTION TO ALLOW A TEMPORARY EXEMPTION FOR THE POSITION OF MECHANIC, made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Safety Administration

Kent Police Department

Chief Shearer said with the help of Ms. Stemnock in the HR Department, and both people currently in the positions, he was bringing two updated job descriptions to the commission for approval: Administrative Assistant to the Chief of Police and the Secretary to the Chief of Police.

MOTION TO APPROVE THE UPDATED JOB DESCRIPTIONS made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

Ms. Klein asked if we were all set to advertise the job opening and Ms. Bishop said yes and the room was already reserved at the PD for August 6.

Chief Shearer asked if the test date wasn't far enough out and Ms. Bishop said she could adjust that date if he would like but these types of positions normally generate a lot of interest rather quickly and so Chief Shearer said he's fine with the August 6 date.

Ms. Klein suggested having the Fire Department community room as overflow if there were a lot of applicants and Chief Tosko said he's fine with that.

Kent Fire Department

Chief Tosko said the newly promoted Lt. Baynes is in the Fire Prevention office and that filled Lt. Coffee's position. There were two Firefighter/Paramedic applicants who were given job offers, contingent on the physical and psych evals. After the results are received from this fall's Chief and Captain Assessments, there will be seven or eight months before Chief Tosko's retirement and those promotions but the plan is to use that time to get everybody prepared and up to speed.

Ms. Sessions asked how many are eligible for the promotional assessments. Chief Tosko answered four lieutenants and three captains are eligible. He also added that they will like to hire next year's vacancy off this current Firefighter list. There are still a lot of good names left.

City Manager

Personnel Change Read.

Adjournment

MOTION TO ADJOURN THE MEETING AT 5:24 PM made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Minutes approved: October 19, 2020 *all unable to sign; remote meeting*

Christine Klein

Allyson Chicoski

Marilyn Sessions