

**CIVIL SERVICE COMMISSION MINUTES
JULY 15, 2019 12:30 P.M.**

The Fort Madison Civil Service Commission met on Monday, July 15, 2019, at 12:51 P.M. at City Hall, 811 Avenue E, Fort Madison, Iowa. Commission Members Mike Killoren and Stephanie Knoch were present as well as Civil Service Clerk Melinda Blind and City Manager David Varley.

APPROVAL OF MINUTES

Knoch MOVED and Killoren SECONDED to approve the minutes of February 19, 2019.

MOTION CARRIED 2 AYES

ENTRY LEVEL POLICE OFFICER LIST

Testing and interviews were held in conjunction with the Lee County Sheriff's Department. Knock MOVED Killoren SECONDED to certify the list for Entry-Level Police Officers.

MOTION CARRIED 2 AYES

POLICE CHIEF CANDIDATE LIST

Varley presented a list to the members and the process so far. At least three persons from the list will be invited to interview on Monday, July 29. There will be three panels, one made up of community members, one with law enforcement (including someone from Fort Madison Police Department) and one of City staff members. Members of the Civil Service Commission will be placed on each panel. The process will begin with all panels, applicants and some City Council members present to hear the applicants give an oral resume to the group as a whole. After that, the panels will break out and each panel will have a list of questions to ask. Panel members may also ask their own questions. Applicants will move from panel to panel. After the panels have interviewed the applicants, the applicants will be taken on a tour of the City. The panels will meet as a group for lunch to discuss the applicants. The City Manager will then meet with the group. Following this, the City Manager will then meet with each applicant.

Killoren MOVED and Knoch SECONDED to certify the list for Police Chief Candidates.

MOTION CARRIED 2 AYES

With no further business before the Commission, the meeting adjourned at 1:20 P.M.

UNANIMOUS APPROVAL