

**CIVIL SERVICE COMMISSION MINUTES  
SEPTEMBER 30, 2019 - 1:00 P.M.**

The Fort Madison Civil Service Commission met on Monday, September 30, 2019, at 1:00 P.M. at City Hall, 811 Avenue E, Fort Madison, Iowa. Commission Members Mike Killoren, Mike Benda and Stephanie Knoch were present as well as Civil Service Clerk Melinda Blind, Fire Chief Joey Herren and Police Chief Mark Rohloff.

**APPROVAL OF MINUTES**

Knoch MOVED and Benda SECONDED to approve the minutes of July 15, 2019.

**MOTION CARRIED 3 AYES**

**SET DATE FOR TESTING FOR LIEUTENANT (FIRE DEPARTMENT)**

Herren and Commission members reviewed possible test dates. Herren left the meeting to see the testing site was available for those dates. Following his return, Herren said the test date will be November 13 at 8 a.m. at the FMCH Foggy Conference Room. He will meet with the Commission later this year to set a date for the Captain's testing.

**MINIMUM REQUIREMENTS FOR COMMAND POSITIONS**

Rohloff discussed the test used for the last Captain's testing. He noted three persons took the test but only one passed. He was concerned with the test may not suit the City's purposes. Following a lengthy discussion, Benda was going to ask Keokuk and Burlington, as well as the Lee County Sheriff's Department for copies of their tests. Rohloff was going to reach out to the Academy as well as some other communities. Depending upon the response and following a review of these questions, the Commission will meet to prepare a test or may move forward with the IPMA test.

Rohloff noted persons wishing to take the test must have six years of experience or four years of experience and an A.A. Degree. The years of experience must be with the FMPD. Based upon the current seniority list, only four persons would be eligible to take the test. After considerable discussion, Rohloff suggested lowering the years of experience from six years to five years. This would add three more persons to the eligible pool.

Knoch MOVED and Benda SECONDED to lower the years of experience for applicants wishing to test for the position of Captain from six years to five years.

**MOTION CARRIED 3 AYES**

**SET DATE FOR TESTING FOR CAPTAIN (POLICE DEPARTMENT)**

The Commission agreed they would not be able to set a test date until such time as which test process will be used.

**ADJOURNMENT**

With no further business before the Commission, the meeting adjourned at 2:12 P.M.

**UNANIMOUS APPROVAL**