MINUTES
Gautier Civil Service Commission
January 9, 2014

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on January 9, 2014. Those present were Commissioners Doug Mansfield, Susan Parol and Jason D. Pugh, HR Director. ABSENT: Phil Torjusen, Commissioner

The agenda was as follows:

AGENDA
Civil Service Commission
January 9, 2014
6:00 p.m.

1. Approve Agenda Order

   Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held December 12, 2013.

   Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 4)

3. Receive Personnel Order: Probationary Appointment/Robert J. Burig/Police Officer/effective January 6, 2014
4. Receive Personnel Order: Probationary Appointment/Anthony A. Johnson/Police Officer/effective January 6, 2014

ITEMS 3 THRU 4

   Motion_____ Second_____ AYES: _____ NAYS: _____

5. Approve Eligibility List for Police Officer Group #1/posted November 13 thru December 5, 2013.

   Motion_____ Second_____ AYES: _____ NAYS: _____

6. Other Business.

7. Adjourn meeting until February 13, 2013 at 6:00 p.m.

Motion was made by Parol, seconded by Mansfield, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the minutes of the Civil Service Meeting held December 12, 2013; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to receive items 3 thru 4; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the Eligibility List for Police Officer Group #1 posted November 13 thru December 5, 2013; and the following vote was recorded:

AYES: Doug Mansfield and Susan Parol
NAYS: None
ABSENT: Phil Torjusen

Motion carried.

There being no further business, the meeting was adjourned until February 13, 2014, at 6:00 p.m.

APPROVED:

Doug Mansfield
Chairman

Susan Parol
Commissioner

MINUTES
Gautier Civil Service Commission
February 13, 2014

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on February 13, 2014. Those present were Commissioners Doug Mansfield, Susan Parol, Phil Torjusen; and Jason D. Pugh, HR Director and Fire Chief Robert O. Jones.

The agenda was as follows:

AGENDA
Civil Service Commission
February 13, 2014
6:00 p.m.

1. Approve Agenda Order

   Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held January 9, 2014.

   Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 15)

3. Receive Personnel Order: Probationary Appointment/John M. Burkes/Police Officer/effective January 25, 2014
4. Receive Personnel Order: Probationary Appointment/Nickolas Crocker/Detective/effective January 25, 2014
5. Receive Personnel Order: Probationary Appointment/Sandra M. Meaker/Dispatcher/effective February 10, 2014
6. Receive Personnel Order: Probationary Appointment/Omar Ware/Firefighter/effective February 10, 2014
7. Receive Personnel Order: Permanent Appointment/Nancy A. Lebhart/Deputy Court Clerk/effective February 24, 2014
8. Receive Personnel Order: Termination of Employment/Brian D. Tames/Police Officer/effective January 13, 2014
9. Receive Personnel Order: Termination of Employment/Brian L. Gipson/Firefighter/effective January 25, 2014
10. Receive Personnel Order: Termination of Employment/Hope F. Merrell/Dispatcher/effective January 23, 2014
11. Receive Vacancy Announcement: Dispatcher/posted February 4 thru March 6, 2014
12. Receive Vacancy Announcement: Police Officer/Open Posting
13. Receive Vacancy Announcement: Firefighter/Open Posting
14. Receive Schedule of Authorized Positions (SAP) and Organization Chart approved by City Council February 4, 2014.
15. Receive Vacancy Status Report as of February 7, 2014.

ITEMS 3 THRU 15

Motion_____ Second_____ AYES: _____ NAYS: _____

16. Approve Eligibility List for Firefighter Open Posting Group #2/posted November 18, 2013 thru January 2, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

17. Approve Eligibility List for Police Officer Open Posting Group #2/posted December 6, 2013 thru January 2, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

18. Approve Eligibility List for Firefighter Open Posting Group #3/ January 3 thru February 6, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

19. Approve Eligibility List for Police Officer Open Posting Group #3/ January 3 thru February 6, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

20. Approve Master Register for Police Officer Open Posting Group #1/Test Date: January 6, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

21. Induct the following employee who has successfully completed probation into Civil Service:

Nancy A. Lebhart Deputy Court Clerk

Motion_____ Second_____ AYES: _____ NAYS: _____

22. Other Business.

23. Adjourn meeting until March 13, 2014 at 6:00 p.m.

Motion was made by Parol, seconded by Torjusen, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the minutes of the Civil Service Meeting held January 9, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to receive items 3 thru 15; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the Eligibility List for Firefighter Open Posting Group #2 posted November 18, 2013 thru January 2, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to approve the Eligibility List for Police Officer Open Posting Group #2 posted December 6, 2013 thru January 2, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the Eligibility List for Firefighter Open Posting Group #3 posted January 3 thru February 6, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the Eligibility List for Police Officer Open Posting Group #3 posted January 3 thru February 6, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the Master Register for Police Officer Open Posting Group #1/ Test Date: January 6, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Mansfield, to induct the following employee who has successfully completed their probation into Civil Service:

Nancy A. Lebhart Deputy Court Clerk

; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

In other business, Fire Chief Robert O. Jones and HR Director, Jason D. Pugh, discussed the continuation of open postings to assist both the Fire Department and Police Department in recruiting Firefighters and Police Officers for an additional period of ninety (90) days at which the Civil Service Commission will review its progress. Commissioner Parol requested that in Chief Elbin's absence, that we call him to determine if he would like to rescind the waiver granted October 31, 2013 which lowered the passing score of Police Officer candidates to 60%. Veneice Barnett, HR Generalist contacted Chief Elbin who acknowledged that he would like to return to the original passing score of 70%.

Fire Chief Robert O. Jones presented his request for the Civil Service Commission to authorize the use of the following promotional process for the hiring a Deputy Fire Chief/Fire Marshall:

Gautier Fire Department Promotional Process (Deputy Fire Chief)

Each candidate meeting the eligibility requirements to participate in the promotional process will be evaluated during five (5) exercises. An assessment panel consisting of people, who are independent of the Gautier Fire Department, will evaluate each candidate. The Chief of the Gautier Fire Department may appoint any number of people to assist in the facilitation of the process. The facilitators will not participate in the evaluation of the candidates, and will not influence the candidates or the assessment panel.

Each candidate will be advised of the process at least two (2) weeks prior to the assessment and given the dates and time of the information release and the assessment date and time. The candidate will be given a copy of the promotional process criteria which explains each exercise, the evaluation process, and any reading material needed. The candidate will know that they have assignments prior to the information release, but the candidate will not know what the assignments are. The candidate will need to know city and departmental policies, procedures, and standard practices and well as the fire service as a whole. The candidate will be required to develop and prepare Power Points, Training Classes, Budget Plans, Action Plans for Fire Scenarios, and be prepared to debate Fire Service Related Subjects with evaluators. The candidate will have four-eight (48) hours to prepare and complete assignments prior to the scheduled interview.

Assessment Process: 95%
Seniority: 5%

Assignments and Exercises:

1 **Self-Presentation**: Candidates will present a presentation on their firefighting career. Ten (10) minutes. Twenty (20) Points.

2 **Debate an Unknown Topic**: Candidates shall discuss the pros and cons of an unknown topic as it relates to the fire service and The Gautier Fire Department. Ten (10) minutes. Fifteen (15) Points.

3 **Fiscal Budget Planning**: Candidates shall demonstrate their knowledge of Fiscal Planning and Budget Planning as it relates to the fire service. Ten (10) minutes. Twenty (20) Points.

4 **Training Abilities**: Candidates shall present a class overview of a specified fire department related subject. Ten (10) minutes. Twenty (20) Points.

5 **Inbox Scenario**: Candidates shall prepare a critical action plan when given a prepared scenario. Fifteen (15) minutes. Twenty (20) Points.

Assessment date: TBA

after reviewing and discussing Chief Jones' request, and the request of Chief Elbin to return the Police Officer written examination passing score to 70%; the Civil Service Commission had no additional comments and authorized Chief Jones to use the Deputy Fire Chief promotional process as presented to the Commission and for the Police Officer written examination score to return to 70% as stated in Rule 7, Section 7.2.3.

There being no further business, the meeting was adjourned until March 13, 2014, at 6:00 p.m.

APPROVED:

Chairman

Commissioner

MINUTES
Gautier Civil Service Commission
March 13, 2014

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on March 13, 2014. Those present were Commissioners Doug Mansfield, Susan Parol, Phil Torjusen; and Jason D. Pugh, HR Director and Fire Chief Robert O. Jones.

The agenda was as follows:

AGENDA
Civil Service Commission
March 13, 2014
6:00 p.m.

1. Approve Agenda Order

Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held February 13, 2014.

Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 8)

3. Receive Personnel Order: Probationary Appointment/Bradley E. Rayborn/Firefighter/effective February 24, 2014
4. Receive Personnel Order: Permanent Appointment/Lawrence M. Sovell III/Firefighter/effective February 5, 2014
5. Receive Personnel Order: Termination of Employment/Barbara D. Logan/Planning Technician/effective February 10, 2014
6. Receive Personnel Order: Termination of Employment/Joseph E. Hurd Jr./Dispatcher/effective February 20, 2014
7. Receive Vacancy Announcement: City Planner/posted March 6 thru April 3, 2014
8. Receive Schedule of Authorized Positions (SAP) and Organization Chart approved by City Council March 4, 2014.

ITEMS 3 THRU 8

Motion_____ Second_____ AYES: _____ NAYS: _____

9. Approve Eligibility List for Dispatcher/posted February 4, 2014 thru March 6, 2014.

Motion_____ Second_____ AYES: _____ NAYS: _____

10. Approve Master Register for Firefighter Open Posting Group #2/Test Date: March 3, 2014.

Motion_____ Second_____ AYES: _____ NAYS: _____

11. Approve Master Register for Police Officer Open Posting Group #2/ Test Date: March 3, 2014.

Motion_____ Second_____ AYES: _____ NAYS: _____

12. Approve Master Register for Firefighter Open Posting Group #3/Test Date: March 5, 2014.

Motion_____ Second_____ AYES: _____ NAYS: _____

13. Approve Master Register for Police Officer Open Posting Group #3/Test Date: March 5, 2014.

Motion_____ Second_____ AYES: _____ NAYS: _____

14. Induct the following employee who has successfully completed probation into Civil Service:

Lawrence M. Sovell III Firefighter

Motion_____ Second_____ AYES: _____ NAYS: _____

15. Other Business.

16. Adjourn meeting until April 10, 2014 at 6:00 p.m.

Motion was made by Torjusen, seconded by Parol, to approve agenda order; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the minutes of the Civil Service Meeting held February 13, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to receive items 3 thru 8; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the Eligibility List for Dispatcher/posted February 4, 2014 thru March 6, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the Master Register for Firefighter Open Posting Group #2/ Test Date: March 3, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the Master Register for Police Officer Open Posting Group #2/ Test Date: March 3, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to approve the Master Register for Firefighter Open Posting Group #3/ Test Date: March 5, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Parol, seconded by Torjusen, to approve the Master Register for Police Officer Open Posting Group #3/ Test Date: March 5, 2014; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

Motion was made by Torjusen, seconded by Parol, to induct the following employee who has successfully completed their probation into Civil Service:

Lawrence M. Sovell III Firefighter

; and the following vote was recorded:

AYES: Doug Mansfield, Susan Parol and Phil Torjusen
NAYS: None

Motion carried.

There being no further business, the meeting was adjourned until April 10, 2014, at 6:00 p.m.

APPROVED:

Doug Mansfield
Chairman

Susan R Parol
Commissioner