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:

Chairman

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

MINUTES
Gautier Civil Service Commission
April 10, 2014

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on April 10, 2014. Those present were Commissioners Doug Mansfield and Susan Parol; and Jason D. Pugh, HR Director and Fire Chief Robert O. Jones. ABSENT: Phil Torjusen

The agenda was as follows:

AGENDA
Civil Service Commission
April 10, 2014
6:00 p.m.

1. Approve Agenda Order
   Motion_____ Second_____ AYES: _____ NAYS: _____
2. Approve Minutes for CSC Meetings held March 13, 2014.
   Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 14)

3. Receive Personnel Order: Temporary Appointment/Lee N. Bond/Building & Zoning Administrator/effective April 7, 2014
4. Receive Personnel Order: Reassignment/Michael W. Atkinson/GIS Analyst/Draftsman/effective April 2, 2014
5. Receive Personnel Order: Probationary Appointment/Michael W. Atkinson/Grounds and Maintenance Operator/effective April 5, 2014
6. Receive Personnel Order: Probationary Appointment/Jeffrey S. Enochs/Police Officer/effective March 24, 2014
7. Receive Personnel Order: Probationary Appointment/Christopher M. Brown/Police Officer/effective April 7, 2014
8. Receive Personnel Order: Permanent Appointment/Keisha E. Keyes/Records Clerk II/effective March 23, 2014
9. Receive Personnel Order: Permanent Appointment/Zachary A. Lebhart/Police Officer/effective March 18, 2014
10. Receive Personnel Order: Termination of Employment/Zachary E. Duke/Building & Zoning Administrator/effective March 11, 2014
11. Receive Personnel Order: Termination of Employment/Ronnie R. Raynor/Park Supervisor/effective March 31, 2014
12. Receive Personnel Order: Termination of Employment/Richard A. Bisesti/Grounds and Maintenance Operator/effective March 28, 2014
13. Receive Vacancy Announcement: Building & Zoning Administrator/posted March 31 thru April 2, 2014
14. Receive Schedule of Authorized Positions (SAP) and Organization Chart approved by City Council April 1, 2014.

ITEMS 3 THRU 14

Motion_____ Second_____ AYES: _____ NAYS: _____

15. Approve Eligibility List for City Planner/posted March 6 thru April 3, 2014.
    Motion_____ Second_____ AYES: _____ NAYS: _____
16. Approve Master Register for Dispatcher/Test Date: April 3, 2014.
    Motion_____ Second_____ AYES: _____ NAYS: _____
17. Consider request for Civil Service Public Hearing/Investigation received from Richard A. Bisesti.
    Motion_____ Second_____ AYES: _____ NAYS: _____
18. Induct the following employees who have successfully completed probation into Civil Service:

    Keisha E. Keyes — Records Clerk II
    Zachary A. Lebhart — Police Officer

    Motion_____ Second_____ AYES: _____ NAYS: _____

19. Other Business.

20. Adjourn meeting until May 8, 2014 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 March 13, 2014; 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 14; 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 City Planner/posted March 6, 2014 thru April 3, 2014; 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 Master Register for Dispatcher/Test Date: April 3, 2014; 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 request for a Civil Service Public Hearing/Investigation made by Richard A. Bisesti to be scheduled for May 13, 2014 at 6:00 p.m. in the Gautier Municipal Building Council Chambers; 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 induct the following employees who have successfully completed their probation into Civil Service:

Keisha E. Keyes	Records Clerk II
Zachary A. Lebhart	Police Officer

; 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 May 8, 2014, at 6:00 p.m.

APPROVED:

Chairman

Commissioner

MINUTES
Gautier Civil Service Commission
May 8, 2014

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on May 8, 2014. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; and Jason D. Pugh, HR Director.

The agenda was as follows:

AGENDA
Civil Service Commission
May 8, 2014
6:00 p.m.

1. Approve Agenda Order

   Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held April 10, 2014.

   Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 11)

3. Receive Personnel Order: Probationary Appointment/Justin M. Fremin/Firefighter/effective May 4, 2014
4. Receive Personnel Order: Probationary Appointment/Theran J. Pratt II/Firefighter/effective May 4, 2014
5. Receive Personnel Order: Probationary Appointment/Robert J. Bruen/Dispatcher/effective May 5, 2014
6. Receive Personnel Order: Probationary Appointment/Derek C. McCoy/Deputy Fire Chief/effective May 5, 2014
7. Receive Personnel Order: Probationary Appointment/Maurice E. McClure/Firefighter/effective May 6, 2014
8. Receive Personnel Order: Termination of Employment/William K. Young/Cultural Services Manager/ effective May 2, 2014
9. Receive Vacancy Announcement: Fire Lieutenant/posted April 21 thru April 25, 2014
10. Receive Vacancy Announcement: Fire Captain/posted April 21 thru April 25, 2014
11. Receive Vacancy Announcement: Grounds and Maintenance Operator/posted May 2 thru June 2, 2014

ITEMS 3 THRU 11

Motion_____ Second_____ AYES: _____ NAYS: _____

12. Approve Eligibility List for Police Officer Group #4/Open Posting/Agility Test Date: April 12, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

13. Approve Eligibility List for Firefighter Group #4/Open Posting/Agility Test Date: May 3, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

14. Approve Eligibility List for Building and Zoning Administrator/posted March 31 thru April 2, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

15. Approve Eligibility List for Fire Lieutenant/posted April 21 thru April 25, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

16. Approve Eligibility List for Fire Captain/posted April 21 thru April 25, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

17. Consider request for Civil Service to amend the eligibility list for City Planner approved April 10, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

18. Other Business.

19. Recess meeting until May 13, 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 April 10, 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 Mansfield, to receive items 3 thru 11; 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 Police Officer Group #4/Open Posting/Agility Test Date: April 12, 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 Group #4/Open Posting/Agility Test Date: May 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 Eligibility List for building and Zoning Administrator/posted March 31 thru April 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 Fire Lieutenant/ posted April 21 thru April 25, 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 Fire Captain/posted April 21 thru April 25, 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 request to amend the Eligibility List for City Planner approved April 10, 2014; and the following vote was recorded:

Mayor
Gordon T. Gollott

Council
At Large Mary F. Martin
Ward 1 Johnny Jones
Ward 2 Hartley Ray Gollott
Ward 3 Casey C. Vaughan
Ward 4 Charles "Rusty" Anderson
Ward 5 Adam D. Gollott

City of Gautier
Gautier, Mississippi

City Manager
Samantha D. Abell

City Clerk
Cynthia Russell

3330 Highway 90
Gautier, MS 39553
Phone: (228) 497-8000
Fax: (228) 497-8025
Email: gautier@gautier-ms.gov
Website: www.gautier-ms.gov

May 2, 2014

Gautier Civil Service Commission
3330 Hwy 90
Gautier, MS 39553

Re: Civil Service Eligibility List

Dear Gautier Civil Service Commission,

It has come to my attention that a qualified local planner with many years of experience and a solid reputation has applied for the recently advertised City Planner position, but did not make the eligibility list sent to Civil Service on April 10th. The applicant was not placed on the eligibility list because he did not include a copy of his diploma and driver's license with his application.

I have now received all required documentation and would like to amend the list of eligible candidates to add Patrick Collins. We seek the biggest pool of candidates for this critical position, and to avoid the expense and time to re-advertise.

As always, the Human Resources Department acted appropriately with the original Eligibility List. I am respectfully requesting that the Civil Service Commission amend the eligibility list for City Planner to include Patrick Collins as an eligible candidate.

Thank you for your consideration.

Samantha D. Abell
City Manager

"Nature's Playground!"

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

Motion carried.

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

APPROVED:

Chairman

Commissioner

MINUTES
Gautier Civil Service Commission
May 13, 2014

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building - Council/Court Room, 3330 Hwy 90, Gautier, Mississippi, at 6:00 p.m. on May 13, 2014. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; Samantha D. Abell, City Manager; Josh W. Danos, City Attorney; Jason D. Pugh, HR Director; and other concerned employees.

The agenda was as follows:

May 6, 2014

CALL FOR SPECIAL MEETING

WHEREAS, there exists certain matters which the Chairman of the Civil Service Commission desires to handle prior to the next regular meeting; and

NOW, THEREFORE, the Chairman of the Civil Service Commission of the City of Gautier hereby calls for a Special Meeting of the Civil Service Commission of the City of Gautier. Said meeting to be held in the Gautier Municipal Building - Council/Court Room, 3330 Hwy 90, Gautier, Mississippi, on **May 13, 2014 at 6:00 p.m.**

The Agenda of said Special Meeting shall be as follows:

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

1. Conduct Public Hearing: Termination of Richard A. Bisesti.
2. Adjourn until June 12, 2014 at 6:00 p.m.

The Commission conducted a public hearing into the termination actions of Richard A. Bisesti in accordance with CSC Rule 16, Section 16.2.1. The City of Gautier was represented by Josh W. Danos, City Attorney.

Mr. Danos subpoenaed the following witnesses for testimony:

Samantha D. Abell, City Manager, City of Gautier
Jason D. Pugh, HR Director, City of Gautier
Chandra Nicholson, Director of Economic Development/Planning, City of Gautier

Mr. Bisesti subpoenaed the following witnesses for testimony:

Veneice Barnett, HR Generalist, City of Gautier
Keith Young
Shanda Bang, Administrative Clerk, City of Gautier
Chandra Nicholson, Director of Economic Development/Planning, City of Gautier

Motion was made by Torjusen, seconded by Parol, to go into executive session to discuss an issue relating to an appealable issue and/or potential litigation regarding the Richard Bisesti hearing.

Motion was made by Torjusen, seconded by Mansfield, to affirm the City of Gautier's termination actions of Richard A. Bisesti in accordance with CSC Rule 16, Section 16.2.2; 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 June 12, 2014 at 6:00 p.m.

APPROVED:

Chairman

Commissioner

MINUTES
Gautier Civil Service Commission
June 12, 2014

The meeting was called to order by Commissioner Mansfield in the Gautier Municipal Building Council Chambers at 6:00 p.m. on June 12, 2014. Those present were Commissioners Doug Mansfield, Susan Parol and Phil Torjusen; and Jason D. Pugh, HR Director.

The agenda was as follows:

AGENDA
Civil Service Commission
June 12, 2014
6:00 p.m.

1. Approve Agenda Order

   Motion_____ Second_____ AYES: _____ NAYS: _____

2. Approve Minutes for CSC Meetings held May 8, 2014 and May 13, 2014.

   Motion_____ Second_____ AYES: _____ NAYS: _____

(Please consider one motion to receive items 3 thru 10)

3. Receive Personnel Order: Probationary Appointment/Lee N. Bond/Building and Zoning Administrator/ effective May 10, 2014
4. Receive Personnel Order: Probationary Appointment/Patrick G. Collins/City Planner/effective June 2, 2014
5. Receive Personnel Order: Probationary Appointment/Tracy L. Slack/Dispatcher/effective June 16, 2014
6. Receive Personnel Order: Permanent Appointment/Stephen M. Rodriguez/Police Sergeant/effective May 18, 2014
7. Receive Personnel Order: Termination of Employment/Lawrence M. Sovell III/Firefighter/effective May 2, 2014
8. Receive Personnel Order: Termination of Employment/Marc W. Lebhart/Dispatcher/effective May 20, 2014
9. Receive Personnel Order: Termination of Employment/Theodore P. Gilbert Jr./Police Sergeant/effective May 23, 2014
10. Receive Vacancy Announcement: Police Sergeant/posted May 19 thru May 23, 2014

ITEMS 3 THRU 10

Motion_____ Second_____ AYES: _____ NAYS: _____

11. Approve Master Register for Firefighter/ Open Posting Group #4/Test Date: May 27, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

12. Approve Master Register for Police Officer /Open Posting Group #4/ Test Date: May 27, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

13. Approve Eligibility List for Police Officer/Open Posting Group #5/Agility Test Date: May 24, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

14. Approve Eligibility List for Police Sergeant/posted May 19 thru May 23, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

15. Approve Eligibility List for Grounds and Maintenance Operator/posted May 2 thru June 2, 2014.

    Motion_____ Second_____ AYES: _____ NAYS: _____

16. Consider memo requesting a six (6) months probationary extension for:

    James Cazzell — Police Lieutenant
    Jonathon T. Whitfield — Police Sergeant

    Motion_____ Second_____ AYES: _____ NAYS: _____

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

Stephen M. Rodriguez Police Sergeant

Motion_____ Second_____ AYES: _____ NAYS: _____

18. Other Business.

19. Adjourn meeting until July 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 Meetings held May 8, 2014 and May 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 10; 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 Firefighter/Open Posting Group #4/Test Date: May 27, 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 #4/Test Date: May 27, 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 #5/ Agility Test Date: May 24, 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 Police Sergeant/ posted May 19 thru May 23, 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 Grounds and Maintenance Operator/posted May 2 thru June 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 Torjusen to approve the request for six (6) months probationary extension for:

James Cazzell Police Lieutenant
Jonathan T. Whitfield Police Sergeant

GAUTIER POLICE DEPARTMENT

3330 HIGHWAY 90 - GAUTIER, MS 39553
(228) 497-2486 Fax (228) 497-8018

TO: Civil Service Commission

FROM: Dante Elbin
Chief of Police

THRU: Jason Pugh
Human Resources

DATE: May 20, 2014

SUBJECT: Extend Probationary Period

I respectfully request a probationary extension of (6) months concerning two (2) employees who were recently promoted, Lieutenant Jim Cazzell and Sergeant Jonthan Whitfield. My request is based on the recommendation of their immediate Division Captain who believes more time is desired to evaluate their leadership quality and abilities.

Reviewed and concur.
Jonathan D Hall

TAKE A BITE OUT OF CRIME

PROTECT AND SERVE

JUSTICE

; 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 induct the following employee who has successfully completed his probation into Civil Service:

Stephen M. Rodriguez Police Sergeant

; 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 recessed until July 10, 2014, at 6:00 p.m.

APPROVED:

Chairman

Commissioner