

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
MAY 26, 2010

The City of Oskaloosa Civil Service Commission met Wednesday, May 26, 2010 at 12:00 p.m. The meeting was called to order with Jake Huyser and Ken Seemann present. Also present were Jake McGee, Police Chief; David Krutzfeldt, Mayor and Amy Miller, City Clerk. Andy Holmberg was absent.

It was moved by Seemann, seconded by Huyser to table the approval of the February 25, 2010 minutes. Motion carried unanimously.

It was moved by Seemann, seconded by Huyser to certify the following for Police Officer:

Tyler Hunt  
Chad Koch  
Rhonda Boesenberg  
Scott Schuknecht  
Adam Clark  
John Mistretta  
Sean Clark  
Ben Johnston  
Jamie Aiken  
Nicholas Brokaw

Motion carried unanimously.

It was moved by Huyser, seconded by Seemann to adjourn. Motion carried unanimously. Meeting adjourned at 12:30 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Amy Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
FEBRUARY 25, 2010

The City of Oskaloosa Civil Service Commission met Thursday, February 25, 2010 at 4:30 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seemann present. Also present were Jake McGee, Police Chief, and Amy Miller, City Clerk.

It was moved by Seemann, seconded by Dickinson to approve the February 2, 2010 minutes. Motion carried unanimously.

It was moved by Dickinson, seconded by Seemann to certify the following for Police Lieutenant:

Garrett Matson  
Charles Valentine  
Gary McClun  
Justin Rice

Motion carried unanimously.

It was moved by Dickinson, seconded by Seeman to approve the change of venue for the Discharge Appeal Hearing on March 9<sup>th</sup> & 10<sup>th</sup>, 2010 as requested by attorneys to the 3<sup>rd</sup> floor conference room located at the Mahaska County Court House. Motion carried unanimously.

The meeting adjourned at 5:00 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Amy Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
FEBRUARY 2, 2010

The City of Oskaloosa Civil Service Commission met Tuesday, February 2, 2010 at 4:30 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present. Also present were Jake McGee, Police Chief, David Dixon, City Attorney and Amy Miller, City Clerk.

It was moved by Dickinson, seconded by Seeman to approve the January 18, 2010 minutes. Motion carried unanimously.

The Commission discussed the Police Officer testing process. It was moved by Seeman, seconded by Dickinson to approve the attached application process with the dates extended to a later time as determined by the Police Chief. Motion carried unanimously.

It was moved by Dickinson, seconded by Seeman to approve the attached Police Lieutenant promotional process. Motion carried unanimously.

The Commission will meet on February 25, 2010 at 4:30 p.m. to certify a candidates list for Police Lieutenant.

It was moved by Seeman, seconded by Dickinson to adjourn. Motion carried unanimously. Meeting adjourned at 4:55 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Amy Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
JANUARY 18, 2010

The City of Oskaloosa Civil Service Commission met Monday, January 18, 2010 at 4:30 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present. Also present were Michael Schrock, City Manager.

It was moved by Seeman, seconded by Dickinson to approve the January 7, 2010 minutes. Motion carried unanimously.

It was moved by Holmberg, seconded by Dickinson to set Hearing Date of Discharge Appeal Hearing on March 9<sup>th</sup> and 10<sup>th</sup>, 2010 at 9:00 a.m. to take place in the Oskaloosa City Council Chambers, 220 South Market, Oskaloosa, Iowa. Motion carried unanimously.

It was moved by Holmberg, seconded by Dickinson to request written agreement from the appellant to hold the hearing past the due date. Motion carried unanimously.

It was moved by Seeman, seconded by Dickinson to adjourn. Motion carried unanimously. Meeting adjourned at 5:05 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Amy Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
JANUARY 7, 2010

The City of Oskaloosa Civil Service Commission met Thursday, January 7, 2010 at 4:00 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present. Also present were Michael Schrock, City Manager and David Dixon, City Attorney.

The November 4, 2009 meeting minutes were approved. The Agenda was amended to delete approval of police promotional procedures.

It was moved by Dickinson, seconded by Seeman to hire an attorney to represent the commission during a police discharge hearing. Motion carried unanimously. The Commission asked the City Manager to retain a City Attorney from another city or a local attorney to represent them.

The meeting adjourned at 4:35 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Marilyn Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
NOVEMBER 4, 2009

The City of Oskaloosa Civil Service Commission met Wednesday, November 4, 2009 at 4:30 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present. Also present were Michael Schrock, City Manager; Mark Neff, Fire Chief and Marilyn Miller, City Clerk.

It was moved by Dickinson, seconded by Seeman to approve the September 17, 2009 minutes. Motion carried unanimously.

Mark Neff, Fire Chief, reported the test results for Fire Fighter testing held on October 24, 2009. It was moved by Seeman, seconded by Dickinson to certify the following for Fire Fighter subject to background investigation, physical and psychological testing:

Curt Raue  
Timothy Brom  
Shane Glandon  
Adam Scott Haroldson

Motion carried unanimously.

The meeting adjourned at 4:50 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Marilyn Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
SEPTEMBER 17, 2009

The City of Oskaloosa Civil Service Commission met Thursday, September 17, 2009 at 4:00 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present. Also present were David Dixon, City Attorney; Mark Neff, Fire Chief and Marilyn Miller, City Clerk.

It was moved by Seeman, seconded by Dickinson to approve the April 16, 2009 minutes. Motion carried unanimously.

The Commission discussed the Firefighter testing process. It was moved by Dickinson, seconded by Seeman to approve the attached Firefighter Testing Process. Motion carried unanimously.

The meeting adjourned at 4:30 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Marilyn Miller, City Clerk

## Firefighter Entry Level Testing Process

- Advertisement dates:** September 21-25 with the Oskaloosa Herald, Ottumwa Courier and Firehouse.com
- Applications due date:** All applications must be received by the City Clerk 5 P.M. October 5, 2009
- Applicant letter to test:** Qualified applicants will receive a invitation to test by **October 15, 2009**
- Agility test date:** **October 24, 2009 0900hrs.** (Test is Pass/Fail)
- Written test date:** **October 24, 2009 1300hrs.**
- Written test:** IPMA (International Personnel Management Association) and to be proctored by a local school teacher.
- Oral interview:** Time permitting; applicants who pass the written test with a score no less than 75% will be interviewed. Applicants that live out of the area will be interviewed first, Applicants not interviewed on October 24 will be interviewed on October 26. Interviews will resume at 1300hrs. The interview panel will consist of the Fire Chief and two Captains. Applicants will be scored on a scale of 0-10 with 5 being average.
- After all interviews are completed background checks will be acquired on all successful candidates.
- Civil Service meeting:** **October 29, 2009** to certify eligibility list
- Applicants will be notified of their status by November 11, 2009**



CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
APRIL 16, 2009

The City of Oskaloosa Civil Service Commission met Thursday, April 16, 2009 at 5:30 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present. Also present were Randy DeGeest, City Attorney/Interim City Manager; Jake McGee, Police Chief, Marilyn Miller, City Clerk and Pam Blomgren, Council Member.

It was moved by Dickinson, seconded by Seeman to approve the March 23, 2009 minutes. Motion carried unanimously.

The Commission received the Fire Chief testing results from that day. It was moved by Dickinson, seconded by Seeman to set 70% as the cut off and to certify the following for Fire Chief:

Mark Neff  
Dana Wipperman  
Jeff Haler

Motion carried unanimously.

The meeting adjourned at 5:45 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Marilyn Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
March 23, 2009

The City of Oskaloosa Civil Service Commission met Monday, March 23, 2009 at 4:30 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present. Also present were Randy DeGeest, City Attorney/Interim City Manager; Jake McGee, Police Chief and Marilyn Miller, City Clerk.

It was moved by Seeman, seconded by Dickinson to approve the February 5, 2009 minutes. Motion carried unanimously.

The Commission reviewed the testing process schedule for April 16, 2009. Dickinson will be present for the agility testing and Holmberg will participate on the interview panel. All Civil Service Commissioners and City Council Members are invited to observe the testing process. The Commission reviewed the applications. It was moved by Holmberg, seconded by Seeman to invite the following five applicants to test:

Jeff Haler  
Dennis E. Klatt  
Todd Moomaw  
Mark Neff  
Dana A. Wipperman

Motion carried unanimously.

The meeting adjourned at 5:10 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Marilyn Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
FEBRUARY 5, 2009

The City of Oskaloosa Civil Service Commission met Thursday, February 5, 2009 at 4:30 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present. Also present were Randy DeGeest, City Attorney/Interim City Manager; Jake McGee, Police Chief and Marilyn Miller, City Clerk.

It was moved by Holmberg, seconded by Dickinson to approve the January 21, 2009 minutes. Motion carried unanimously.

Jake McGee, Police Chief, distributed to the Commission a proposed time table, ad, test date time table, written test and interview questions for the Fire Chief Certification process. The Commission reviewed the test and interview questions and felt the interviews should be conducted by a Fire Chief from another city, a local human resource person, a department head and a Civil Service Commission member with other Civil Service Commissioners, City Council Members and City Manger observing if desired. It was moved by Dickinson, seconded by Seeman to approve the proposed ad to be run in the Cedar Rapids Gazette, Des Moines Sunday Register, Oskaloosa Herald and at firehouse.com the week of February 8, 2009. Motion carried unanimously.

It was moved by Holmberg, seconded by Seeman to approve the following proposed timetable:

Resumes Due:	March 16, 2009 5:00 p.m. at City Clerk's Office
Civil Service Review Resumes	March 18, 2009 at 4:30 p.m.
Agility Test, Written Test, Interview	April 16, 2009
Civil Service Certify List	April 16, 2009
Conditional Appointment - Tentative (Subject to background investigation, physical and psychological examinations and City Council approval)	April 16, 2009
Appointment - Tentative	May 4 or 18, 2009

Time Table for Test Day

7:45-8:00 a.m.	Welcome and Orientation
8:00-10:00 a.m.	Agility Test (Pass/Fail)
10:00 a.m. - 12:20 p.m.	Written Test and Interviews (Simultaneous)
12:30-1:30 p.m.	Lunch & Meet with Mayor, City Council & Others
1:45 p.m. - Tentative	Civil Service Commission Certify List
2:30 - Tentative	Interviews with City Manager/ City Council

Motion carried unanimously.

It was moved by Holmberg, seconded by Dickinson to send letters to the applicants who were invited to test earlier informing them of the new testing schedule. Motion carried

unanimously.

The meeting adjourned at 5:15 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Marilyn Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
January 21, 2009

The City of Oskaloosa Civil Service Commission met Wednesday, January 21, 2009 at 4:30 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present. Also present were Randy DeGeest, City Attorney/Acting City Manager; Jake McGee, Police Chief and Marilyn Miller, City Clerk.

It was moved by Seeman, seconded by Dickinson to approve the October 2, 2008 minutes. Motion carried unanimously.

Randy DeGeest, City Attorney/Acting City Manager, recommended to the Commission that the Civil Service process for certifying Fire Chief list start over due to the lapse of time. DeGeest advised that Jake McGee, Police Chief, volunteered to assist with a new procedure for Fire Chief certification. The group discussed different alternatives. It was moved by Holmberg, seconded by Seeman that the Civil Service Commission meet February 5, 2009 at 4:30 p.m. allowing time to arrange a schedule, contact other City Fire Chief regarding the process and determine the assessment process for Fire Chief certification. Motion carried unanimously.

The meeting adjourned at 5:05 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Marilyn Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
October 2, 2008

The City of Oskaloosa Civil Service Commission met Thursday, October 3, 2008 at 4:00 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present.

It was moved by Dickinson, seconded by Seeman to approve the September 11, 2008 minutes. Motion carried unanimously.

It was moved by Dickinson, seconded by Seeman to certify the following for Police Officer:

Justin Rice  
Jason Dunagan - Tie  
Nathan Johnson - Tie

Motion carried unanimously

The Commission discussed the progress of the Fire Chief certification process with Brian James, City Manager. It was moved by Holmberg, seconded by Seeman that the City Manager select two Fire Chiefs from other cities to participate on the interview panel, confirm other participants for the panel and select one of the Fire Chiefs to review the written test by October 10, 2008. After this date the Commission will meet to establish a new timetable for the certification process. Motion carried unanimously.

The meeting adjourned at 4:50 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Marilyn Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
SEPTEMBER 11, 2008

The City of Oskaloosa Civil Service Commission met Thursday, September 11, 2008 at 4:00 p.m. Andy Holmberg called the meeting to order with Marlow Dickinson and Ken Seeman present.

It was moved by Seeman, seconded by Dickinson to approve the August 6, 2008 minutes. Motion carried unanimously.

It was moved by Holmberg, seconded by Dickinson to certify the following for Fire Captain:

Tim Nance  
Rodney Minter

Motion carried unanimously.

It was moved by Dickinson, seconded by Seeman to certify the following for Fire Fighter:

Daniel Hoy  
John Morenz  
Andrew Swope  
Mark Tennison  
Thomas J. Brom  
James Gillespie  
Wade Gilmer

Motion carried unanimously.

The Commission discussed the Fire Chief certification process and asked that the test be reviewed by a Fire Chief from another City prior to the Commission setting a testing date. The Commission expressed a concern for the length of time for the certification process and will discuss the matter at the next meeting.

The meeting adjourned at 4:40 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Marilyn Miller, City Clerk

CITY OF OSKALOOSA  
CIVIL SERVICE COMMISSION  
JULY 14, 2008

The City of Oskaloosa Civil Service Commission met Monday, July 14, 2008 at 4:30 p.m. Andy Holmberg and Ken Seeman were present. Marlow Dickinson was absent.

It was moved by Seeman, seconded by Holmberg to approve the June 26, 2008 minutes. Motion carried unanimously.

It was moved by Holmberg, seconded by Seeman to approve the following Fire Chief testing procedures:

Applicants must pass physical agility test to continue to written test.

FPSI Fire Chief test given with the City Manager and a Fire Chief from another city reviewing the test prior to testing to delete any questions not applicable. Test to be administered by a proctor. Applicants must score 70% to continue to oral interviews.

Oral interviews conducted and ranked by panel consisting of City Manager, City Council Member, Civil Service Member, citizen and one or two fire chiefs.

Written test and interview scores are presented to Commission to determine certified list for Fire Chief. Motion carried unanimously.

It was moved by Seeman, seconded by Holmberg to decertify the list for Fire Fighter originally certified April 16, 2007. Motion carried unanimously.

It was moved by Holmberg, seconded by Seeman to approve the attached process for Fire Fighter certification. Motion carried unanimously.

It was moved by Seeman, seconded by Holmberg to approve the attached process for Fire Captain certification. Motion carried unanimously.

The meeting adjourned at 5:50 p.m.

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Andy Holmberg, Chairman

ATTEST:

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Marilyn Miller, City Clerk

## **Firefighter Entry Level Testing Process**

**Advertisement Dates:** July 21 - 25 with the Oskaloosa Herald, Ottumwa Courier and [Firehouse.com](http://Firehouse.com)

**Applications Due Date:** 08-08-08 received by 5 P.M. at the City Clerk's Office.

**Applicant Letter To Test:** Qualified applicants will receive an invitation letter to test by 08-15-08.

**Agility Test Date:** 0900 hrs. 08-30-08

**Written Test Date:** 1300 hrs. 08-30-08

**Written Test: IPMA (International Personnel Management Association)**

**Written Test to be proctored by:** Local School Teacher

**Oral Interview:** Time permitting; applicants who pass the written test with a score no less than 75% will be interviewed. Applicants that live out of the area will be interviewed first; the remaining applicants will be interviewed time permitting or on the following time and date; 09-06-08 at 0900hrs.

**Civil Service Meeting to establish eligibility list.**

**Applicants will be notified of their status by 09-26-08.**

**Oskaloosa Fire Department  
Promotional Test Procedure**

Applications must be turned into the City Clerk's office by 5 P.M. on 08-08-08.

Testing will be held 08-30-08 with no make-up date.

Agility testing will begin at 0800hrs. @ the Oskaloosa Fire Station.

Written examinations will begin at 1000hrs in the City Hall Council Chambers.

Candidates that successfully complete both the agility and written tests with a minimum score of 60% on the written exam will be given oral interviews beginning @ 0800hrs in the City Hall Conference Room on 09-04-08.

Interviews will be conducted by a fire department officer from the Grinnell Fire Department and two from the Ottumwa Fire Department or comparable officers from other career departments.