

**OLON CIVIL SERVICE COMMISSION**  
**October 23, 2018 – 4:04 p.m.**

**ROLL CALL**

Present: Commission Members Caplan, Huml, Kennedy and Secretary Perry  
Also Present: Service/Public Works Director Drsek

**APPROVAL OF MINUTES**

Motion by Commission Member Huml, second by Commission Member Caplan to approve the meeting minutes of October 9, 2018.

Roll Call:           Aye:           Caplan, Huml  
                          Abstain:       Kennedy  
                          Nay:           None                           The Motion Carried

**APPROVAL OF PAYROLL and PAYROLL CHANGE/RATE SHEETS**

The available Payroll Rate Change Sheets were signed. No further action was taken was taken by the Commission.

Motion by Commission Member Huml, Second by Commission Member Kennedy to approve the Payroll of Period Ending October 7, 2018.

Roll Call:           Aye:           Caplan, Huml, Kennedy  
                          Nay:           None                           The Motion Carried

**CORRESPONDENCE**

E-mail from Chief Viland and Jail Administrator Sgt. McGee dated October 12 requesting an examination For FT Corrections Officer. The Secretary schedule December 4, 2018 at 6:00 p.m. at the Community Center.

Memo dated October 10 from Chief Viland requesting to remove Candidate #2 from the current eligibility list for Police Officer for cause.

Memo dated October 18 from Chief Viland requesting to remove Candidate #8 from the current eligibility list for Police Officer for cause.

Motion by Commission Member Huml, second by Commission Member Caplan to remove Candidates #2 and #8 as requested by Chief Viland.

Roll Call:           Aye:           Caplan, Huml, Kennedy  
                          Nay:           None                           The Motion Carried

**New Business**

*Service Department*

Dr. Drsek distributed to the Commission his memo dated October 22, 2018 requesting to approve the agility list created on October 20, 2018 for Service Worker II. Twenty-two applicants applied for the position, eight candidates participated, seven candidates passed all three portions of the examination but one was made ineligible because he failed to produce the proper endorsement for his temporary A Class CDL. He asked the Commission to approve the remaining 6 candidates to be eligible for the open positions.

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the current eligibility list for Service Worker II.

Roll Call:           Aye:           Caplan, Huml, Kennedy  
                          Nay:           None                           The Motion Carried

*Fire Department*

Secretary Perry presented to the Commission the eligibility list for Full Time Fire Fighter. The test was given on October 9, 2018. Eighty-three candidates applied, seventy-nine took the examination and four failed. The list will certify 75 applicants.

Motion by Commission Member Huml, second by Commission Member Caplan to certify the current eligibility test for Firefighter and to provide Chief Shaw with 25% of the list to begin his review.

Roll Call:                   Aye:                   Caplan, Huml, Kennedy  
                                  Nay:                   None   The Motion Carried

*Work Session*

The Commission selected Tuesday, November 13 at 3:00 p.m. to hold a work session. Commission Member Huml said he would contact Mr. Esposito to attend.

**ADJOURNMENT**

There being no further business to conduct, Member Huml moved to adjourn the meeting at 4:21 PM. Commission Member Caplan seconded the motion.

Roll Call:                   Aye:                   Caplan, Huml, Kennedy  
                                  Nay:                   None   The Motion Carried

---

---

---

Prepared and Submitted by \_\_\_\_\_  
Kim Perry, Secretary