

**Meeting minutes**

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**FIRE CIVIL SERVICE COMMISSION  
TUESDAY, APRIL 16, 2024, 10:00 AM  
FIRE STATION 1 CONFERENCE ROOM**

**AGENDA**

**1. Call to Order**

- a. President Williams called the meeting to order at 10:04am
- b. Members present: Commissioners Kyle Wermerskirchen, Bob Tift, and Stuart Williams
- c. Staff Present: Chad Schneider, Steve Koering, John Wolff, and Rita Vorpahl
- d. The Commission discussed electing a secretary to serve congruently with the president as provided by Mn. Stat. 420.04. In view of the Commission having just three members, the commissioners discussed and unanimously voted to have the commissioner serving as president each year also to simultaneously serve as secretary. Pursuant to the vote, Commission Williams was elected to serve as secretary concurrent with his current term as president.

**2. Approval of minutes**

- a. Fire Civil Service Commission Meeting minutes of December 15, 2023
  - i. Minutes were approved as distributed.

**3. New Business**

- a. Discuss Deputy Fire Chief recruitment process
  - i. Looked at process from 2014 and felt comfortable moving forward with a similar process in 2024
    1. Updated the job description
    2. Follow statute 420 and rules and regulations
      - a. Look to make sure to follow both statute and rules
      - b. Double check to make sure we are doing it correctly
      - c. Rule 2 – the commission shall announce an open period of time...
      - d. Is there any problem with the rules and what we want to do
      - e. As long as we are meeting the minimum of the statute – what about the sun sailor
      - f. Post in the Sun sailor – 10 days – add Sun Sailor as an option under recruitment - posted
      - g. Update job description and posting to include Sun Sailor

Commissioner Tift motion to approve process for Deputy Fire Chief as amended  
Commissioner Wermerskirchen second  
Vote – unanimous

#### **4. Other business**

- a. Re rack the list for Firefighter
  - i. Motion to rerack the Firefighter list
    - 1. The list should remain open while a new posting is created
    - 2. Commissioner Tift motion
      - a. Commissioner Wermerskirchen
      - b. Unanimous
    - 3. EMS, Prevention, Community Health, CERT all under community risk
  - ii. Talking about this with organization
- b. Budgetarily not an issue

#### **5. Adjournment**

- a. Motion to adjourn 10:52am

cc: Steve Koering, Fire Chief  
John Wold, Deputy Fire Chief  
Joe Lawrence, Union President  
Fire Civil Service Commissioners

*Auxiliary aides for persons with disabilities are available upon request at least 96 hours in advance. Please call the Human Resource Office at 952-924-2520, to make arrangements.*

## FIRE CIVIL SERVICE COMMISSION ROSTER

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The commission oversees the personnel system of the Fire Department including recruiting personnel, testing, and selecting candidates and certification of eligible persons for appointment and promotion. The commission meets as needed.

<u>NAME</u>	<u>RESIDENCE/PHONE</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>
Stuart Williams Commissioner	1661 Westwood Hills Dr St. Louis Park, MN 55426 Cell: 612-867-6869 Email: <a href="mailto:swilliams@hensonefron.com">swilliams@hensonefron.com</a>	1/20/2015	12/31/2024
Bob Tift Commissioner	3800 Brunswick Ave S St. Louis Park, MN 55416 Cell: 612-518-7889 Email: <a href="mailto:tiftbc@gmail.com">tiftbc@gmail.com</a>	8/3/2015	12/31/2025
Kyle Wermerskirchen Commissioner	7654 14 <sup>th</sup> St. W. St. Louis Park, MN 55426 Cell: 612-325-2527 Email: <a href="mailto:wermerskirchen@gmail.com">wermerskirchen@gmail.com</a>	11/7/2022	12/31/2023
Rita Vorpahl Staff Liaison	5005 Minnetonka Blvd (City Hall) St. Louis Park, MN 55416 Office: 952-928-2846 Email: <a href="mailto:rvorpahl@stlouisparkmn.gov">rvorpahl@stlouisparkmn.gov</a>		

cc: Joe Lawrence, President Local #993  
Steve Koering, Fire Chief  
Fire Civil Service Commissioners

3-year term

Total complement: (3) Three members