



Meeting Summary/Meeting Minutes

May 20, 2026

8:00am

City Hall and MS Teams

Commissioners/Board Members Present:

Larry Smith, Kevin Todd and Jerome Armstrong

Commissioners/Board Members Absent:

Virginia Chapman and Deborah Hall

Staff Present: Megan Sarvela and Megan Mairs, HR and Deb Wechselblatt, Law

Department Representative Present: JD Drake (Fire) and Erica Nilsen (Police)

1) CALL TO ORDER AND ROLL CALL

May 20, 2026, meeting of the Civil Service Commission was called to order at 8:03 am by Commissioner Todd.

2) APPROVAL OF MINUTES

Motion made by Commissioner Smith and seconded by Commissioner Armstrong to approve the minutes of April 15, 2026 regular commission meeting. Motion passed unanimously.

3) COMMUNICATIONS

A) REPORTS FROM THE SECRETARY EXAMINER

- i) Lateral/Entry removal from eligibility lists.

B) COMMISSION REPORTS

Members

Chairperson

Virginia Chapman

Commissioners

Deborah Hall

Kevin Todd

Larry Smith

Jerome Armstrong

- i) Fire Chief Drake informed the commission that they are now down to 15 recruits in the academy class. The 2027 academy is forecasted to be in February 2027 and recruitment has begun. Chief Drake also showed the commission a draft of his strategic plan and requested feedback from the commission.
- ii) Deputy Chief Nilsen informed the commission that they will also be doing a similar process for a strategic plan for VPD.

C) Commissioner Reports

- i) None

4) NEW BUSINESS

ITEM A: CERTIFY ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST

Item Summary and Related Discussion

Approved and certified

ITEM B: CERTIFY LATERAL POLICE OFFICER ELIGIBILITY LIST

Item Summary and Related Discussion

Approved

ITEM C: CERTIFY POLICE RECORDS SPECIALIST LEVEL I ELIGIBILITY LIST

Item Summary and Related Discussion

Approved

ITEM D: REQUEST FOR EXTENSION OF THE BATTALION CHIEF ELIGIBILITY LIST

Item Summary and Related Discussion

Approved

ITEM E: RULE REVISION 2026-002

Item Summary and Related Discussion

5) CITIZEN FORUM:

None

6) ADJOURNMENT:

May 20 2026, Civil Service Commission meeting was adjourned at 8:38am by Commissioner Todd via Teams and in-person.



Kevin Todd, Commissioner