



Meeting Summary/Meeting Minutes

March 18, 2026

8:00am

City Hall and MS Teams

Commissioners/Board Members Present:

Virginia Chapman, Larry Smith and Jerome Armstrong

Commissioners/Board Members Absent:

Deborah Hall and Kevin Todd

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

Department Representative Present: JD Drake and Tony Fletcher (Fire), Erica Nilsen and Troy Price (Police)

1) CALL TO ORDER AND ROLL CALL

March 18, 2026, meeting of the Civil Service Commission was called to order at 8:01 am by Chairperson Chapman.

2) APPROVAL OF MINUTES

Motion made by Commissioner Smith and seconded by Commissioner Armstrong to approve the minutes of February 18, 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 discussed the request for a new entry level and lateral firefighter exam to supersede the current eligibility lists.
- ii) Police Chief Price communicated with the Commission that they currently have 12 in the academy.

C) Commissioner Reports

- i) Informational Briefing: Classification and the Police Records Specialist Class Specification – Jerome Armstrong
- ii) Police Records Specialist Class Specification/Vacancy Notice – Jerome Armstrong

4) NEW BUSINESS

ITEM A: CERTIFY ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST

Item Summary and Related Discussion

Approved and certified

ITEM B: REQUEST FOR A NEW ENTRY FIREFIGHTER AND LATERAL FIREFIGHTER EXAM

Item Summary and Related Discussion

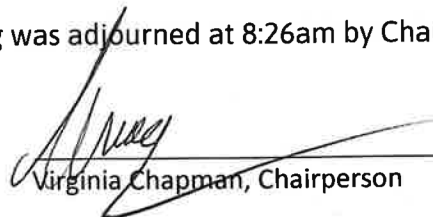
Approved

5) CITIZEN FORUM:

None

6) ADJOURNMENT:

March 18, 2026, Civil Service Commission meeting was adjourned at 8:26am by Chairperson Chapman via Teams and in-person.


Virginia Chapman, Chairperson