

Meeting Summary/Meeting Minutes

January 21, 2026

8:00am

City Hall and MS Teams

Commissioners/Board Members Present:

Virginia Chapman, Kevin Todd, Deborah Hall, Larry Smith and Jerome Armstrong

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

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

1) CALL TO ORDER AND ROLL CALL

January 21, 2026, meeting of the Civil Service Commission was called to order at 8:05 am by Chairperson Chapman.

2) APPROVAL OF MINUTES

Motion made by Commissioner Smith and seconded by Commissioner Todd to approve the minutes of December 17, 2025 regular commission meeting. Motion passed unanimously.

3) COMMUNICATIONS

A) REPORTS FROM THE SECRETARY EXAMINER

- i) Appointment of Megan Sarvela as Secretary Examiner
- ii) Lateral/Entry removal from eligibility lists.

B) COMMISSION REPORTS

Members

Chairperson

Virginia Chapman

Commissioners

Deborah Hall

Kevin Todd

Larry Smith

Jerome Armstrong

- i) Deputy Fire Chief discussed the Deputy Fire Chief process and his desire to hire internally when possible. We will continue to advertise the position in hopes of internal interest.
- ii) Deputy Police Chief Nilsen communicated with the Commission the reasoning behind the rule change to qualifications to the ranks of Sergeant, Lieutenant and Commander.

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 and certified

ITEM C: CERTIFY NOW VOLUNTEER COORDINATOR ELIGIBILITY LIST

Item Summary and Related Discussion

Approved and certified

ITEM D: RULES REVISION – 2026-01 QUALIFICATION CHANGE TO SERGEANT, LIEUTENANT AND COMMANDER

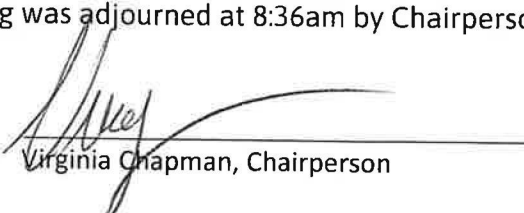
Item Summary and Related Discussion

5) CITIZEN FORUM:

None

6) ADJOURNMENT:

January 21, 2026, Civil Service Commission meeting was adjourned at 8:36am by Chairperson Chapman via Teams and in-person.



Virginia Chapman, Chairperson