

## ACTION AGENDA

SPECIAL SESSION OF THE CIVIL SERVICE COMMISSION  
WEDNESDAY, FEBRUARY 24, 2021, AT 5:30 P.M.  
Via ZOOM

### Commission Members

**P** - Jennifer Graeme

**P** - M. "Kay" Gojkovich

**P** - Jennifer "Ginger" Ryan

**P** - Stephen Pauken

VACANCY

**P** - Joelle Landers – Staff Liaison

**P** - Joni Giacomino – Council Liaison

The following items will be considered, discussed, and/or decided upon at this meeting:

1. Roll Call – **5:30 pm**
2. Introduction of Members
3. Approval of the minutes from the March 5, 2020 Regular Session of the Civil Service Commission.  
**MOTION: M. Kay Gojkovich**  
**SECOND: Steve Pauken**  
**MOTION PASSED: Unanimously**
4. Approval of the minutes from the November 19, 2020 Special Session of the Civil Service Commission.  
**MOTION: M. Kay Gojkovich**  
**SECOND: J. Ginger Ryan**  
**MOTION PASSED: Unanimously**
5. Discussion of Step Plan after Financial Review.  
**MOTION: Jennifer Graeme**  
**SECOND: Steve Pauken**  
**MOTION PASSED: Unanimously**
  - **Step Plan documents were reviewed and discussed:**
    - **Concern about Step Plan being based on longevity alone.**
    - **Suggested step plan being subject to the availability of funds.**
    - **Consider pay increases based upon % of the budget divided across the board and CM not to be included and take care of employees only. Department Heads not to be included.**
    - **Consider the importance of fiscal responsibility.**
6. Discussion and Possible Election of a Chairperson and/or Vice Chairperson.  
**#1 MOTION: Jennifer Graeme motioned to discuss.**  
**SECOND: Kay Gojkovich**  
**MOTION PASSED: Unanimously**  
  
**#2 MOTION: Jennifer Graeme nominated Steve Pauken as Chairperson.**  
**SECOND: Kay Gojkovich**  
**MOTION PASSED: Unanimously**
7. Discussion and possible approval of changes to Fire Lieutenant and Fire Captain job descriptions as requested by the Fire Department.

**MOTION: Jennifer Graeme motioned for staff to proceed with suggestions from CSC Commission.**

**SECOND: Steve Pauken**

**MOTION PASSED: Unanimously**

8. Discussion Fire Marshal job description (Approved by Council Nov. 2019)

**MOTION: Kay Gojkovich motioned to discuss.**

**SECOND: Jennifer Graeme**

**MOTION PASSED: Unanimously**

- **Discussion and follow up on Fire Marshal position**

9. Discussion and possible approval of Employee Council Liaison.

**MOTION: Steve Pauken**

**SECOND: Jennifer Graeme**

**MOTION PASSED: Unanimously**

- **CSC Commission members will be copied on the agenda for the Employee Council.**

10. Commission Member Comments (not open for discussion)

- **Discussed hybrid meeting format of in person and ZOOM.**

- **Discussed possible locations.**

11. Staff Liaison Report (not open for discussion)

a) CSC Vacancy

b) Employee Council Action Agenda 02/10/2021

c) Distribution of CSC Charter and By-Laws for reference.

12. Adjournment **6:28 pm**

**MOTION: Not needed**

**SECOND:**

**MOTION PASSED:**