



# Minutes

## Regular Meeting of the Civil Service Commission

March 17, 2026

### 1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30 AM. All commissioners were present.

### 2. APPROVAL OF MINUTES

- a. January 20, 2026, Minutes

*MOTION:* Motion to Approve

Hult/Palmerton: Motion passed unanimously

### 3. CHIEF EXAMINER UPDATE

Chief Examiner Myers gave updates on Civil Service.

- a. Civil Service is preparing for the Open Entry Firefighter Recruitment.
- b. Civil Service will be attending more job fairs
- c. Fire Battalion Chief Assessment Center is coming up
- d. Office Clerk Specialist Briana Ruffing promoted. Rachel Ingles, Office Clerk Specialist, has joined the team.

### 4. NEW BUSINESS

- a. Classification Actions

- i. Resolution 2026-01: Fire Information Specialist (pg. 5)

- ii. Resolution 2026-2: Risk Management Analyst (pg. 8)

*MOTION:* Move to adopt both.

Palmerton/Stratton: Motion passed unanimously

- b. 2025 Annual Report Presentation (pg. 11) - Kelsey Myers presented the report.

- c. Order Setting Hearing Re: Commission Authority Over Appeal (pg. 40)

*MOTION:* To review the order.

Palmerton/Stratton: Motion passed unanimously

Discussion:

Commissioner Stephens discussed the procedural background pertaining to the order. Legal advisor Harrington confirmed Commissioner Stephens understanding on the procedure setting the hearing. Commissioner Stephens read the amended order to the meeting attendees. Palmerton clarified the Chief's role in the order.

Local 270 President Joe Cavanaugh approached the dais for comment.

Cavanaugh expressed concerns about the procedural rules regarding hearings



and its impact on all unions. He would like to be involved in all discussions regarding this hearing.

Police Guild President Dave Dunkin approached the dais for comment. Dunkin expressed concerns about the procedural order. The Police Guild had filed a grievance regarding investigative timelines. They have not filed a grievance regarding termination.

**MOTION:** To adopt the amended order setting timeline for briefing and the jurisdictional issue.

Palmerton/Stratton: Motion passed unanimously.

## 5. OTHER BUSINESS

- a. Local 270 President Joe Cavanaugh approached the dais regarding bargaining unit clarification for dispatch related classifications.

## 6. ADJOURN

*MOTION:* Move to adjourn.

Palmerton/Stratton: Motion passed unanimously

Meeting adjourned at 9:52 AM.

**Note:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.