

**RICHFIELD FIRE  
CIVIL SERVICE COMMISSION MEETING**

**MEETING #263  
October 22, 2019**

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**DATE:** Tuesday, October 22, 2019

**TIME:** 8:00 a.m.

**LOCATION:** Bartholomew Room, Richfield Municipal Center  
6700 Portland Avenue South  
Richfield, MN 55423

**AGENDA**

- I. Call to Order**
- II. Approval of the Minutes of August 12, 2019**
- III. Approval of the Firefighter Eligibility Roster**
- IV. Approval of the Fire Lieutenant Promotional Process**
- V. Other Business**
- VI. Adjournment**

**RICHFIELD FIRE CIVIL SERVICE COMMISSION**

**MEETING #262**

**AUGUST 12, 2019**

**MEMBERS PRESENT:**

|                |                             |
|----------------|-----------------------------|
| Mary Stratton  | President/Commissioner      |
| Lisa Eder      | Vice President/Commissioner |
| Jeffrey Bruzek | Secretary/Commissioner      |

**OTHERS PRESENT:**

|                            |                         |
|----------------------------|-------------------------|
| Wayne Kewitsch             | Fire Chief              |
| Mike Dobesh (arrived 8:02) | Assistant Fire Chief    |
| Jesse Swenson              | Human Resources Manager |
| Mary Tietjen               | City Attorney           |
| Maria Regan Gonzalez       | Mayor/Council Liaison   |
| Dale Perrault              | Fire Captain            |
| Tim Haider                 | Fire Lieutenant         |
| Mark Butler                | Firefighter             |
| Alex Crofford              | Firefighter             |
| Chris Faint                | Firefighter             |
| Sherri Kazmarczyk          | Firefighter             |
| Josh Nelson                | Firefighter             |
| Kevin O'Connell            | Firefighter             |
| Mark Watzak                | Firefighter             |
| Kari Sinning               | Deputy City Clerk       |

**I. CALL TO ORDER**

The meeting was called to order by Commission President Stratton at 8:00 a.m.

**II. APPROVAL OF MINUTES OF THE CIVIL SERVICE COMMISSION MEETING OF FEBRUARY 4, 2019**

M/Stratton, S/ Bruzek to approve the minutes.

Motion carried 3-0.

President Stratton asked the commissioners to introduce themselves.

**III. APPROVAL OF REVISED RICHFIELD FIRE CIVIL SERVICE COMMISSION RULES AND REGULATIONS**

Secretary Bruzek asked about the typos within the document and how it would be fixed.

City Attorney Tietjen stated that the rules could be approved contingently.

Vice President Eder had a question about the medical portion of the regulations. Fire Chief Kewitsch explained that it is only required for new hires.

Fire Chief Kewitsch stated that the rules and regulations were updated to be compliant with State Statute and case law.

M/Stratton, S/Bruzek to approve the revised Richfield Fire Civil Service Commission Rules and Regulations contingent upon typographical error corrections.

Motions carried 3-0.

**IV. CANCELATION OF THE CURRENT FIREFIGHTER ELIGIBILITY ROSTER**

M/Stratton, S/Eder to cancel the current firefighter eligibility roster.

Motion carried 3-0.

**V. APPROVAL OF THE EXAMINATION PROCESS FOR THE POSITION OF FIREFIGHTER**

Fire Chief Kewitsch gave an overview of the process and outlined the scoring matrix. He also explained that the process was changed to use the same procedures as other departments and that the written test was removed from the process.

President Stratton stated that the commissioners could sit in on the screening interviews. Fire Chief Kewitsch stated that they could, but only one designated commissioner could be present and that they would have to be present for all of the interviews with one panel. Fire Chief Kewitsch also stated that a commissioner could be present for the final interview.

Vice President Eder asked how there would be documented training/knowledge of the Fire/Building Codes if there was no longer a written test. Fire Chief Kewitsch explained that there would be a certificate of training or the applicant would have a certification.

Secretary Bruzek asked how the bilingual skills would be assessed. Fire Chief Kewitsch asked Human Resources to answer the question. Human Resource Manager Swenson stated that the application has a section for applicants to indicate their second language and their fluency level.

M/Stratton, S/Bruzek to approve the examination process for the position of firefighter.

Motion carried 3-0.

**VI. OTHER BUSINESS**

Fire Chief Kewitsch shared with the commission a timeline of the next meetings which would be in October for the Lieutenant Process and firefighter eligibility roster. Fire Chief Kewitsch also stated that the Fire Department has requested a new Battalion Chief position which will go before City Council for approval this fall during the budget process. It has an anticipated start date of summer 2020.

**VII. ADJOURNMENT**

The Civil Service Commission Meeting was adjourned by unanimous consent at 8:20 a.m.

Submitted by:  
Kari Sinning  
Deputy City Clerk

**Date of Approval: October 22, 2019**

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**Mary Stratton, President**

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**Lisa Eder, Vice President**

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**Jeffrey Bruzek, Secretary**