

**CIVIL SERVICE COMMISSION**  
**Motion Summary**  
**November 11, 2020**

ITEM 1. ROLL CALL

Chairman Rybka called the virtual meeting to order at 3:00 p.m.

Members Virtually Present: Kent Shafer, City Council Liaison, Mary Jane Santos (did not have audio video until 3:25 p.m.), Vice-Chairman Eric Coss and Chairman John Rybka

Staff Virtually Present: Lorrie Diaz, Human Resource Coordinator, John Donahue, Fire Chief and Natalia Harris, City Attorney

The Commission and staff was made aware that although Commissioner Santos was present for the meeting she was having audio difficulties connecting.

ITEM 2. APPROVAL of the Motion Summary for the Civil Service Commission meeting held July 1, 2020, as recorded and transcribed.

**Motion:** Vice-Chairman Coss motioned to approve the motion summary for the July 1, 2020 Civil Service Commission meeting, seconded by Chairman Rybka. This motion was approved by a 2-0 vote.

Chairman Rybka discussed that the amended did not include the motion summary for the November 6, 2019 Civil Service Commission meeting which was tabled at the July 1, 2020 meeting. He requested to amend the agenda to include the motion summary.

**Motion:** Chairman Rybka motioned to amend the agenda and approve the Motion Summary of the November 6, 2019 Civil Service Commission meeting, as recorded and transcribed, seconded by Vice-Chairman Coss. Motion approved by a 2-0 vote.

ITEM 3. UPDATE of the Fire Lieutenant Promotional Process

**Motion:** Vice-Chairman Coss moved to accept the Fire Lieutenant Promotional Process as presented, seconded by Chairman Rybka. Motion approved by a 2-0 vote.

ITEM 4. UPDATE of Fire Captain Promotional Process

Commissioner Santos was able to participate with audio via phone at 3:25 p.m.

**Motion:** Vice-Chairman Coss moved to accept the Fire Captain Promotional Process as presented, seconded by Chairman Rybka. Motion approved by a 3-0 vote.

ITEM 5. PUBLIC COMMENTS

There was no public comment.

ITEM 6. STAFF COMMENTS

ITEM 7. COMMITTEE COMMENTS

Chairman Rybka questioned the impact to staff with COVID-19 and budget requests for paramedic positions. Chief Donahue discussed precautions and staff quarantined. He also discussed that City Council is currently reviewing the budget and that he briefed them at the November 2 work session.

Vice-Chairman Coss provided his thanks to staff for all their work during the pandemic.

ITEM 8. ADJOURNMENT

**Motion:** Chairman Rybka moved to adjourn the Civil Service Commission meeting, seconded by Vice-Chairman Coss. The Civil Service Commission meeting was adjourned at 3:29 p.m.

DocuSigned by:  
*John Rybka*  
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John M. Rybka, Chairman

DocuSigned by:  
*Elaine McCloskey*  
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Elaine McCloskey, Clerk