

Unofficial minutes
Fire civil service commission

Members present: Commissioner Tift, Commissioner Williams, President Wermerskirchen
Members absent: none.

Staff present: Fire Chief (Mr. Hanlin), HR Director/Staff Liaison (Ms. Vorpahl), Union President (Mr. Head), Deputy Fire Chief (Mr. Andersen)

Guests: none.

1. Call to order

a) Roll Call

President Wermerskirchen called the meeting to order at 8:01 a.m.

2. Approval of minutes

a) Fire Civil Service Commission meeting minutes of April 17, 2026

Commissioner Williams raised two corrections to the April 17, 2026 minutes. First, the minutes incorrectly identified him as the presiding officer; President Wermerskirchen had chaired that meeting. Second, Commissioner Williams questioned whether the motion to approve the minutes had been accurately attributed.

Commissioner Williams noted that the practice of the Fire Civil Service Commission was to declare the minutes approved as distributed if no corrections are raised. He suggested future minutes reflect this practice.

Ms. Vorpahl confirmed that she would communicate with the staff person reviewing the minutes as produced by the transcript service to reflect this practice going forward.

Mr. Hanlin acknowledged the importance of clearly verbalizing who was making motions and seconds during meetings and noted this should be a priority going forward.

The minutes of Apr. 17, 2026 were approved as amended, subject to the corrections identified.

3. New Business

a) Approve hiring process for position of Fire Inspector

Mr. Hanlin presented a request to approve an external hiring process for the vacant Fire Inspector position. He explained that the vacancy resulted from Justin Head's promotion

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to the position of Division Chief of Fire Prevention/Fire Marshal, effective May 16, 2026. This itself was created by the departure of Cary Smith, whose final day with the department was May 14, 2026.

Mr. Hanlin noted that only approximately two internal candidates were anticipated to apply. Per city hiring practice, a small internal applicant pool triggers an external posting in which internal applicants may also participate. The process would include required newspaper postings and compliance with all Fire Civil Service rules.

It was moved by Commissioner Tift, seconded by Commissioner Williams, to approve the external hiring process for the vacant Fire Inspector position. The motion passed 3 - 0.

4. Other business

Mr. Hanlin requested approval to close the eligibility roster for the Division Chief of Fire Prevention/Fire Marshal position, as that hiring process had been completed.

Commissioner Williams asked where and when the position had been posted. Mr. Hanlin replied that eligibility lists were posted at three locations across the department's two stations and at city hall. Ms. Vorpahl clarified that the original position posting had appeared on the city website, local job boards and in the newspaper, in compliance with statutory requirements. The eligibility list itself was posted only at the three internal locations.

It was moved by Commissioner Tift, seconded by Commissioner Williams, to close the eligibility roster for the Division Chief of Fire Prevention/Fire Marshal position. The motion passed 3 - 0.

5. Adjournment

President Wermerskirchen adjourned the meeting at 8:10 a.m.

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