

**CALL TO ORDER**

A meeting of the City of Bedford Civil Service Commission was called to order on Wednesday, October 23, 2024, at 4:47 p.m. Members in attendance were Secretary, Jennifer Howland, and members Richard Palcisko, Jeffrey Slezak, and Denise Lachowski, and Chris Bulanda. Absent was Chairman James Judd and. Also present was Police Chief Michael Stask.

**DECLARATION OF INTEREST**

No one had any conflicts of interest.

**APPROVAL OF MINUTES**

*Motion was made by Richard Palcisko seconded by Chris Bulanda to approve the minutes of the civil service Commission meeting of September 18, 2024. All were in favor. Motion passed.*

*Motion was made by Denise Lachowski seconded by Jeffrey Slezak to approve the minutes of the civil service Commission meeting of September 23, 2024. All were in favor. Motion passed.*

**OLD BUSINESS**

None.

**NEW BUSINESS**

**Certification of new Police Patrol Officer entry list**

The commission reviewed the 21 applications and accepted the 19 of those applications, including test results and extra points, received through National Testing Network (NTN) for police patrol officer entry level position. One candidate failed the test, another failed to complete the Personal History Questionnaire (PHQ) and one candidate was missing only their high school diploma or GED because

they uploaded an incorrect document.

*Motion was made by Denise Lachowski, seconded by Richard Palcisko to require that the applicant with the missing high school diploma be added to the list only if they submitted their high school diploma by Monday, October 28th. All were in favor. Motion passed.*

*Motion was made by Denise Lachowski, seconded by Richard Palcisko to certify the police patrol officer entry list. All were in favor. Motion passed.*

(Note: The commission signed two lists. One with the applicant with the missing high school diploma and one without. The list to be used depends on whether the applicant provided the document in time.)

#### **Certification of updated Assistant Fire Chief list**

The Assistant Fire Chief list was previously certified on June 5, 2024. Since then, city administration selected the number one ranking candidate, Brian Harting, from the Fire Chief list. This candidate was also the number one ranking candidate on the Assistant Fire Chief list. It is the commission's desire to remove Brian Harting from the Assistant Fire Chief list which will move all names up on the list to make them available for selection for the position of Assistant Fire Chief.

*Motion was made by Jeffrey Slezak, seconded by Chris Bulanda to certify the updated Assistant Fire Chief list. All were in favor. Motion passed.*

Upcoming Civil Service Meetings:

- November 13, 2024, at 4:45 pm (tentative)

**ADJOURNMENT**

*Motion was made by Richard Palcisko, seconded by Denise Lachowski to adjourn the meeting. All were in favor. Motion passed. The meeting adjourned at 5:42 p.m.*

Secretary, Jennifer Howland

Chairman, James Judd

