

DRAFT

LA VISTA CIVIL SERVICE COMMISSION MEETING MINUTES September 8, 2008

A meeting of the Civil Service Commission of the City of La Vista, Nebraska was convened at 4:30 p.m. on September 8, 2008 at La Vista City Hall, 8116 Park View Blvd. Present were Chairman Filbrandt, and Commissioners Birkey, and Paulhamus. Absent: Kollars and Christensen. Also in attendance were: City Administrator Gunn, Police Chief Lausten, Police Lt. Pokorny, and Civil Service Secretary Buethe.

A notice of the meeting was given in advance by advertising in the Times Newspaper on September 4, 2008. Notice was simultaneously given to the Chairman and all members of the Civil Service Commission and a copy of the acknowledgement of the receipt of notice was attached to the minutes. Availability of the agenda was communicated to the Civil Service Commission members in the advance notice of the meeting. All proceedings shown were taken while the convened meeting was open to the attendance of the public. Further, all subjects included in said proceedings were contained in the agenda for said meeting which is kept continuously current and available for public inspection within 10 days after said meeting and prior to the next convened meeting of said body.

I. CALL TO ORDER

Chairman Filbrandt called the meeting to order at 4:30 p.m.

II. APPROVAL OF MINUTES OF APRIL 10, 2007 MEETING

Commissioner Birkey made a motion to approve the minutes of the April 10, 2007 Civil Service Commission meeting as presented. Seconded by Commissioner Paulhamus. Ayes: Birkey, Filbrandt, and Paulhamus. Nays: None. Absent: Kollars and Christensen. Motion carried.

Commissioner Kollars arrived to take her seat at 4:31 p.m.

III. POLICE CHIEF'S REPORT

Police Chief Lausten reported on the personnel which were hired from the last certified list for entry level officers. These personnel are still here and doing well. The city has not lost any police department personnel in the last year. John Danderand has been moved to the Criminal Investigations Bureau. Activity within the city has increased over the past year.

IV. ELECTION OF OFFICERS

Chairman Filbrandt asked for nominations for the position of Chairman. Commissioner Birkey nominated Commissioner Filbrandt for the position of Chairman. Commissioner Paulhamus seconded the nomination. There being no further nominations Chairman Filbrandt called for a vote. Ayes: Birkey, Filbrandt, Paulhamus, and Kollars. Nays: None. Absent: Christensen. Motion carried.

Chairman Filbrandt asked for nominations for the position of Vice-Chairman. Commissioner Kollars nominated Commissioner Birkey for the position of Vice-Chairman. Commissioner Paulhamus seconded the nomination. There being no further nominations Chairman Filbrandt called for a vote. Ayes: Birkey, Filbrandt, Paulhamus, and Kollars. Nays: None. Absent: Christensen. Motion carried.

V. TESTING PROCESS

a. Discussion

Police Chief Lausten reported that in April 2007 cities chose to find alternatives to the MAPA testing. Some cities went with the firm of Morrow and Associates for their testing. Our City Administrator felt that we were better staffed to handle the process internally than in previous years. The city has received a number of interest forms and we are estimating a possible 60+ applicants. Commissioner Kollars asked what methods we use to get the word out about the openings and testing. Chief Lausten stated that Career links and various free police websites are used.

Police Chief Lausten gave an overview of the timetable for testing. Chief Lausten stated that our testing process would begin with the physical agility testing before the written testing and we would give applicants two chances to pass the physical agility test. Lausten explained the agility test to the commission. The written testing would then be given in the afternoon to those that passed the agility test. Lausten stated that the personal history packet will be given to the applicant at the time they pick up an application and will need to be returned with the application.

Chief Lausten stated that the promotional testing process for the Sergeants will be completed with appointments on November 4, 2008. Would like to do physical testing for Sergeants although it was waived for the 2005 police sergeant test.

b. Request Eligibility List for Police Sergeant

Commissioner Paulhamus made a motion to request an eligibility list for police sergeant. Commissioner Birkey seconded the motion. There being no discussion Chairman Filbrandt called for a vote. Ayes: Birkey, Filbrandt, Paulhamus, and Kollars. Nays: None. Absent: Christensen. Motion carried.

c. Request Eligibility List for Entry Level Police Officer

Commissioner Paulhamus made a motion to request an eligibility list for entry level police officer. Commissioner Kollars seconded the motion. There being no discussion Chairman Filbrandt called for a vote. Ayes: Birkey, Filbrandt, Paulhamus, and Kollars. Nays: None. Absent: Christensen. Motion carried.

VI. APPROVAL OF TESTS FOR POLICE SERGEANT

Commissioner Birkey made a motion to approve all tests for Police Sergeant. Commissioner Paulhamus seconded the motion. Ayes: Birkey, Filbrandt, Paulhamus, and Kollars. Nays: None. Absent: Christensen. Motion carried.

VII. APPROVAL OF TESTS FOR ENTRY LEVEL POLICE OFFICERS

Commissioner Paulhamus made a motion to approve all tests for Entry Level Police Officers. Commissioner Birkey seconded the motion. Ayes: Birkey, Filbrandt, Paulhamus, and Kollars. Nays: None. Absent: Christensen. Motion carried.

VIII. CITY ADMINISTRATOR'S REPORT

City Administrator Gunn reported to the Commission that the Mayor appointed Paul Christensen to the Civil Service Commission to fill the vacancy left by the resignation of Rick Bragg. The appointment was approved by the City Council at their meeting September 2, 2008.

VIII. COMMENTS FROM THE FLOOR

There were no comments from the floor.

IX. COMMENTS FROM THE COMMISSION

There were no comments from the Commission.

X. ADJOURNMENT

At 5:01 p.m. Commissioner Paulhamus made a motion to adjourn the meeting: Seconded by Commissioner Birkey. Ayes: Birkey, Filbrandt, Paulhamus, and Kollars. Nays: None. Absent: Christensen. Motion carried.

Pamela A. Buethe
Civil Service Secretary