

Civil Service Commission Meeting Minutes
November 17, 2025, 5:00 PM
Newton City Hall - Council Chambers
101 W 4th St S
Newton, IA 50208

Meeting Items

- I. Roll Call
The Civil Service Commission of Newton, Iowa met at 5:00 P.M. on the above date in the Council Chambers at 101 West 4th Street South. Zellinger called the meeting to order. Present members: Zellinger, Johnson. Absent: Ray. Also present: Rob Burdess, Police Chief, and Jarrod Wellik, Fire Chief.
- II. Approve the Minutes of the June 16, 2025 Meeting
Moved by Johnson, seconded by Zellinger. AYES: Two. NAYS: None. Motion carried.
- III. Recommendation to City Council to extend the suspension of Civil Service hiring practices: Resolution approving suspension of Civil Service hiring practices for entrance positions as authorized by Iowa Code Section 400.12A for the period November 18, 2025 through November 18, 2026
Senate File 2205 relating to requirements for the hiring of civil service positions was signed by Governor Reynolds on April 10, 2024, and became effective on July 1, 2024. The enactment amends Iowa Code Chapter 400 by adding section 12A which authorizes the city council, by majority vote, to suspend hiring practices associated with Chapter 400 for hiring civil service covered positions for renewable one-year periods. Section 400.12A does not affect promotional or disciplinary processes conducted by a civil service commission. A suspension was approved from November 18, 2024, to November 18, 2025, to streamline and speed up the hiring processes for entry-level police officers, firefighters and any new entrance positions created during the one-year period. It is recommended and is believed to be in the best interest of the City to extend the suspension through November 18, 2026. Moved by Johnson, seconded by Zellinger to recommend the suspension to City Council. AYES: Two. NAYS: None. Motion carried.
- IV. Authorize the Fire Department to do promotional testing for the Assistant Fire Chief position
The Fire Department is preparing to hire an Assistant Fire Chief to replace the position that will be vacated in March 2026. This is an Executive/Administrative level position and will utilize a three-step process comprised of a submittal of documents including, online City application, cover letter and resume, and an assessment center. The top five (5) candidates will be scheduled for an Assessment Center on 2/5/2026. A final selection will be made following these interviews. Moved by Johnson, seconded by Zellinger. AYES: Two. NAYS: None. Motion carried.
- V. Approve the Police Department hiring process
Applications are accepted on an ongoing basis while there are vacant or pending vacant positions. After applications are received, a screening will occur to ensure applicants meet the minimum requirements and do not have any disqualifiers in their background. Those who are not qualified will be notified of such and those who are qualified may be invited to applicant testing. A candidate who has successfully completed all the required testing and background checks will be given a final offer of employment and will be

provided a start date. Moved by Johnson, seconded by Zellinger. AYES: Two. NAYS: None. Motion carried.

VI. Adjourn

Moved by Johnson, seconded by Zellinger to adjourn the meeting at 5:14 P.M. Motion unanimously carried by voice vote.

Respectfully Submitted by:
Katrina Davis
City Clerk

[MIN_BOTTOM]