



Richfield Civil Service Commission Agenda

July 30, 2026 -- 8:00 AM

**Richfield Municipal Center
Bartholomew Conference Room
6700 Portland Avenue South**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
 - a. Approval of the minutes from March 27, 2026
- 5. Open Forum**

Participants can share their comments in person, by voicemail, or email, and may also request to participate virtually. For more information on submitting comments, refer to the Civil Service Commission Agenda and Minutes page on www.richfieldmn.gov/182/Civil-Service-Commission
- 6. Regular Business Items**
 - a. Certification of the Firefighter Eligibility Register
- 7. Other Business**
- 8. Fire Chief's Report**
- 9. Next Meeting**
- 10. Adjournment**

Auxiliary aids for individuals with accessibility needs are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.

Materials relating to these agenda items can be found in the Civil Service Commission agenda packet located at the main table within the conference room. The Civil Service Commission agenda packet is also available electronically on the [City of Richfield's website](http://www.richfieldmn.gov).

RICHFIELD FIRE CIVIL SERVICE COMMISSION

MEETING #298 **MARCH 27, 2026**

MEMBERS PRESENT:

Jeffrey Bruzek	President
James Frechette	Vice President
Britnie Thomas	Secretary

OTHERS PRESENT:

Alex Crofford	Captain
Kevin O'Connell	Lieutenant
Andrew Chapeau	Firefighter
Joseph Schneider	Firefighter
Charlie Keis	Firefighter
Mark Butler	Firefighter
Joey Krieter	Firefighter
Brian Wienholz	Lieutenant
Sack Thongvanh	Assistant City Manager
Mary Supple	Mayor
Amy Zenanko	HR Generalist II
Mark McKinley	Administrative Assistant
Mary Tietjen	City Attorney
Katie Rodriguez	City Manager
Mike Ziskovsky	Assistant Fire Chief

I. CALL TO ORDER

The meeting was called to order by President Bruzek at 8:00 a.m.

II. NEW COMMISSIONER WELCOME

Commissioners welcomed Britnie Thomas to her first Civil Service Commission meeting.

III. APPROVAL OF AGENDA

J/Bruzek motion, J/Frechette second to approve the agenda.

Motion carried 3-0

IV. APPROVAL OF MINUTES OF THE CIVIL SERVICE COMMISSION MEETING OF December 17, 2025.

J/Bruzek motion, J/Frechette second to approve the minutes.

Motion carried 3-0

V. PRESENTATIONS

2025 Annual Update

Assistant Fire Chief Ziskovsky presented the 2025 Annual Update to the commissioners, highlighting the work the Fire Department has done in the last year including an increase in

calls and offering more training opportunities to staff. M/Ziskovsky discussed the work the Civil Service Commission has done over its 7 meetings in 2025.

2026 Annual Outlook

M/Ziskovsky presented the 2026 Richfield Fire Department Outlook, noting staffing gaps while emphasizing that current staff morale remains high and the department is able to meet existing service demands.

City Manager Rodriguez outlined the City's transition plan following the resignation of Chief Brooks, including the appointment of an interim Fire Chief on a six-month, extendable contract to support day-to-day operations, recruitment, onboarding of a permanent chief, and completion of an organizational assessment. K/Rodriguez indicated she would take a more active administrative role during this period and increase engagement with Fire Department staff.

Commissioners discussed accountability measures, including the potential for regular reporting on the interim chief's work, and clarified that the role is structured as a contracted position with both chief and consultant responsibilities.

Additional discussion between commissioners and staff included hiring authority, the potential of changes within the Fire Department, and a priority of appointing a permanent Fire Chief.

VI. Regular business items

None.

VII. OTHER BUSINESS

Commission Meeting Agenda Updates and Meeting Procedures

K/Rodriguez provided an update on citywide commission work and the recommendations given by staff to increase statutory compliance and effectiveness of meetings. Staff recommended adding an open forum section during the beginning of each meeting, offering pre-meeting briefings with parties involved with the Civil Service Commission, and providing more detail on recommendations through staff reports.

J/Bruzek motion, J/Frechette second to discuss.

Commissioners discussed detailed changes to the agenda and pre-meeting format with city staff. Commissioners recognized how the updates to the agenda would allow for more structured, open dialogue while providing context for the items being voted on prior to the meetings. Commissioners stated they are comfortable being contacted to discuss any concerns even with these changes and stated the commission's goal is to streamline discussion by providing more information prior to the meeting. Commissioners detailed expectations of receiving agenda and staff report 4 days prior to scheduled commission meetings and more opportunity for pre-meeting discussion with those involved.

J/Bruzek motion, J/Frechette second to close discussion.

J/Bruzek motion to approve agenda format laid out in staff report, J/Frechette second.

Motion carried: 3-0

J/Bruzek motion to amend to include updates: “Open Forum” is allowed for 3 minutes per speaker to discuss any issues including issues on staff reports. The period can be extended to 5 minutes per speaker if they are speaking on behalf of 2 or more individuals. Agenda and any corresponding staff reports are to be provided to commission and any party involved 4 days prior to the scheduled commission meeting. J/Frechette seconds motion.

Motion carried: 3-0

Commissioners and meeting attendees discussed the interim Fire Chief appointment and hiring process, with commissioners deferring to city staff.

VIII. ADJOURNMENT

J/Bruzek, J/Frechette motion to adjourn the Civil Service Commission meeting at 8:53 a.m.

Motion carried 3-0

Draft by:

Mark McKinley
Administrative Assistant

Submitted by:
Katie Rodriguez
City Manager

Date of Approval:

Jeffrey Bruzek, President

James Frechette, Vice President

Britnie Thomas, Secretary



Civil Service Commission Meeting 7/30/2026

Agenda Section: Regular Business Items

Agenda Item: 6.a.

Report Prepared By:

Amy Zenanko, HR Generalist II

Department Director:

Kate Croteau, Human Resources Director

Item for Consideration:

Certification of the Firefighter Eligibility Register

EXECUTIVE SUMMARY

The City began recruiting for the Firefighter Eligibility Register on June 02, 2026, using the process that was approved at the November 2025 Civil Service Commission meeting. The posting ran for three weeks, closing on June 23, 2026. We had 206 candidates apply, with 150 candidates meeting minimum qualifications. These applications were then scored by Human Resources and the Interim Deputy Fire Chief. Through the scoring process, it was determined that 42 candidates met the criteria to receive a first round interview, which was a natural break in the scoring process.

On July 8, 2026, and July 9, 2026, 33 candidates were interviewed, with 9 of the invited candidates not scheduling, canceling or not showing up to the interview. The first round interview consisted of two 15-minute interview panels. From those interviewed, 8 candidates were then selected to move on to the final panel interview which took place on July 15, 2026. The final panel interview consisted of 5 members: Firefighter Chris Faint, Lieutenant Joe Halaska, Captain Tim Haider, HR Generalist II Amy Zenanko, and Interim Fire Deputy Fire Chief, Mike Ziskovsky. The Eligibility Register was then determined based on the candidates who reached the cutoff score. The recommended Register consists of 6 candidates in ranked order according to their scores.

If approved, this Register will be effective until June 30, 2028, unless extended or canceled by the Civil Service Commission.

RECOMMENDED ACTION

By motion: approve the Firefighter Eligibility Register.

HISTORICAL CONTEXT

Provided in the Executive Summary

EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS

The recommendation to approve the Eligibility Register is most aligned with the strategic priority of Operational Excellence. The Fire Department is currently short-staffed and approving the list will allow the city to fill vacant Firefighter positions. This will result in more efficient service and response for Richfield businesses and residents, as well as strengthen the department by adding qualified individuals who bring unique experience, skills and potential for growth to the department.

POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)

CRITICAL TIMING ISSUES

If the list is approved, the City can move to the next step in the hiring process, which would consist of a ride-along and chief interview. Per the Civil Service By Laws, three candidates will be invited to participate in the next step of the process when one position is open, and four when two positions are open. After a final candidate is selected, they will undergo a thorough background investigation, drug test and physical before being cleared to start. As this process can take over a month, it is critical to start as soon as possible.

FINANCIAL IMPACT

Step 1 of the 2026 Firefighter pay grade in the 2026-2027 International Association of Firefighters Local 1215 contract is an annual salary of \$87,613.68.

LEGAL CONSIDERATIONS

Because the Civil Service Commission oversees some personnel decisions in the Fire Department, it is critically important that their discussions and actions are consistent with all relevant human resources laws.

ALTERNATIVE RECOMMENDATION(S)

If the commission chooses not to approve the eligibility register, they should provide guidance on whether we should restart or reevaluate the Firefighter hiring process.

ATTACHMENTS

None