

CITY OF NORWICH
CIVIL SERVICE COMMISSION
Regular Meeting Minutes

October 29, 2024
11:00 a.m.
City Hall

Present: Commissioner Zieno, Commissioner Sastri, Civil Service Secretary Murray

The regular meeting was called to order by Commissioner Zieno at 10:58 am.

- The minutes of the September 24, 2024, meeting were reviewed and approved unanimously by motion of Commissioner Zieno, seconded by Commissioner Sastri as presented. Approved ayes all.
- The Commission reviewed personnel transactions, as presented. The transactions were approved unanimously by motion of Commissioner Zieno, seconded by Commissioner Sastri. Approved ayes all.
- Secretary Murray reported the following items of correspondence had been received since the last meeting:
 - PAR 13-24 Model Rule Update – Layoff of Competitive, Non-Competitive and Labor Class Employees
 - PAR 12-24 Qualified Incumbent Examinations for NY HELPS Employees
- Secretary Murray reviewed the status of all current exams ordered, scheduled, and pending: Senior Custodian – Promotional and Senior Custodian – Open Competitive.
- Under old business, the following items were discussed:
 - Norwich City Schools corrected the New Position Duty Statement, the council approved the NPDS with the title of Building & Grounds Maintenance Manager within the competitive classification. A job description will be completed.
 - Commissioner Sastri made a motion to accept the NPDS with the title of Building & Grounds Maintenance Manager under the competitive classification seconded by Commissioner Zieno, approved ayes all.
- Under new business, the following items were discussed:
 - Discussed adding the Secretaries I, Secretaries II's and Administrative Assistants in the NY HELPS program:

- Commissioner Sastri made a motion to set a public hearing on November 26, 2024, to add the titles of Secretaries I, Secretaries II and Administrative Assistants to the NY HELPS seconded by Commissioner Zieno, approved ayes all.
- Change to Fire Captain's minimum qualifications – Striking out a duplicate sentence and adding the term current to the minimum qualifications. (See copy of Job Description)
 - Commission Zieno made a motion to change the minimum qualifications for Fire Captain to add the word current and strike out a duplicate sentence seconded by Commissioner Sastri, approved ayes all.
- The commission discussed creating a resolution on 11/26/2024 to accept the Model Rule Update that was discussed in PAR 13-24 for Layoff of Competitive, Non-Competitive and Labor Class Employees.
- ⊗ Commissioner Zieno moved to adjourn the meeting at 11:18 am. Seconded by Commissioner Sastri approved ayes all.
- ⊗ Next meeting is scheduled for November 26, 2024, at 11:00 am.

Norwich Municipal Civil Service Monthly Summary of Personnel Changes

Name	Title	Agency	Class	Rate	Action	Eff Date	Notes
Dodge, Scott	Head Motor Equipment Mechanic	School	NC	\$58,860.00	LOA	3/28/2024	
Anonich, Sara	Food Service Worker Maintenance	School	L	\$15.25	RES	8/20/2024	
Hillman, Douglas		Housing Authority	NC	\$43,680.00	A	8/30/2024	
Alger, Allison	Administrative Assistant	School	C	\$20.65	RES	8/31/2024	
Ancewicz, Gregory	School Bus Aide	School	L	\$15.00	A	9/3/2024	
Canfield, David	Executive Director	Housing Authority	EX	\$88,000	A	9/19/2024	
Rogers, Dale	Head Motor Equipment Mechanic	School	NC	\$26.34	A	9/21/2024	
Fitch, Caitlin	School Bus Driver	School	NC	\$17.50	A	9/30/2024	
Marvin, Megan	School Lunch Cook	School	NC	\$15.00	A	10/07/2024	
Devine, Emma	Substitute Teacher Aide	School	NC	\$15.00	A	10/10/2024	
Natoli, Anna	Substitute Teacher Aide	School	NC	\$15.00	A	10/10/2024	
Merkt, Natalie	Substitute Nurse RN	School	NC	\$20.00	A	10/15/2024	
Smith, Jacqueline	Property Manager	Housing Authority	C	\$22.00	AP	10/15/2024	
Ancewicz, Gregory	School Bus Aide	School	L	\$15.00	RES	10/18/2024	
Zornow, Jeffrey	Substitute Teacher Aide	School	NC	\$15.00	A	10/21/2024	
Smith, Emily	Substitute Teacher Aide	School	NC	\$15.00	A	10/22/2024	

Dodge, Scott	Head Motor Equipment Mechanic	School	NC	\$61,214.00	Return from LOA	10/30/2024	
Dodge, Scott	Head Motor Equipment Mechanic	School	NC	\$61,214.00	RES	10/31/2024	
Mooney, Katelyn	School Nurse - RN	School	NC	\$32.47	RES	11/15/2024	

Key to Personnel Actions

A: Appointed Permanently; AT: Appointed Temporarily; AP: Appointed Provisionally; ELEC: Elected; PROB: Probationary Appointed; PROM: Promotion; CIC: Change in Classification; CIT: Change in Title; SAL Salary Change; MA: Military Leave; LOA: Leave of Absence; LO: Layoff; BM: Bump to Lower Position; REM: Removal; RES: Resigned; RET: Retired; REI: Reinstated; DM: Demoted; TR: Transferred; TERM: Terminated; DEC: Deceased; SUS: Suspended.

Key to Jurisdictional Classes

C: Competitive; NC: Non-Competitive; EX: Exempt; L: Labor; UNC: Unclassified



**Department of
Civil Service**

KATHY HOCHUL

Governor

TIMOTHY R. HOGUES
Commissioner

PAR-13-24

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Model Rule Update – Layoff of Competitive, Non-competitive, and Labor Class Employees

DATE: October 11, 2024

As mentioned in PAR-04-24, on November 21, 2023, Governor Hochul signed Chapter 676 of the Laws of 2023 which amended Section 80 of the Civil Service Law to extend reduction in force provisions to non-competitive and labor class employees in local governments.

To bring the Model Rule into harmony with the revised law and to correct a prior omission, updates to Rule XXV - Layoff of Competitive, Non-competitive, and Labor Class Employees were approved by the State Civil Service Commission on March 13, 2024, and September 18, 2024.

Please review the attached updated Model Rule. The Municipal Services Division strongly recommends that your agency revise their Layoff Rule to conform to the newly changed statute.

Adoption of this new Model Rule must be done by following the procedures detailed in Section 20 of the Civil Service Law and by submitting a rules resolution to amend your Civil Service Rules to the Municipal Services Division for presentation to the Commission. Please note that, because this change would be made to conform your rule with a change in statute, Section 20 of the Civil Service Law does not require a public hearing for this rule to be amended, although a rules resolution would still need to be submitted.

If you are experiencing layoffs in any title, including those in the NY HELPS program, and require technical assistance, please contact us. Please send questions to assistance.request@cs.ny.gov.

RULE XXV

LAYOFF OF COMPETITIVE, NON- COMPETITIVE AND LABOR CLASS EMPLOYEES

1. For the purpose of this rule the following terms shall mean:

a. Direct Line of Promotion shall be strictly construed in that in order to be considered as direct line all titles must have the same generic root.

b. Next Lower Occupied Title shall mean the title in direct line of promotion immediately below the title from which the incumbent is suspended or demoted, unless no one is serving in that title in that layoff unit, in which case it shall be the closest lower title in direct line of promotion in that layoff unit in which one or more persons do serve.

c. Layoff Unit. Each department of a county, city, town, or village; each school district; each community college; each special district; and, each authority shall be deemed to be a layoff unit.

d. Satisfactory Service shall mean service in the last fiscal year by an employee during which he/she did not receive an "Unsatisfactory" performance rating and was not found guilty of misconduct or incompetency pursuant to Section Seventy-five of the Civil Service Law or negotiated disciplinary procedure which resulted in the imposition of any of the following penalties upon such employee:

- 1) Dismissal from the service; or
- 2) Suspension without pay for a period exceeding one month; or
- 3) Demotion in grade and title.

e. Permanent Service

- 1) Original Appointment

Permanent service shall start on the date of the incumbent's original appointment on a permanent or contingent permanent basis in the classified service; however, in the case of disabled veterans, the date of original permanent appointment is considered to be sixty months earlier than the actual date, while non-disabled veterans are considered to have been appointed thirty months earlier than their actual date of appointment. For the purposes of this rule the definition of what constitutes a veteran or disabled veteran is contained in Section Eighty-five of the Civil Service Law.

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES -contd.

2) Resignation Followed by a Reinstatement or Reappointment

A resignation followed by a reinstatement or reappointment more than one year subsequent to the resignation constitutes a break in service. The original appointment date is to be determined from the date of reemployment; the prior service would not count.

3) Temporary or Provisional Service

Temporary or provisional service preceding the original permanent appointment does not count. However, temporary, provisional or contingent permanent employment immediately preceded and followed by permanent classified service employment does not interrupt continuous service.

4) Seniority of Transferred Employees

The permanent service of any employee who was transferred from another civil division shall start on the date of his/her original permanent appointment in the classified service in the other civil division.

5) Seniority Date When Covered-In

If an employee was covered-in to a classified position upon acquisition by a civil division of a private institution or enterprise in which he/she was employed, his/her seniority begins on the effective date of the cover-in. As between that employee and others covered-in on the same date, they shall have the seniority held by them as among themselves in the agency before the cover-in.

2. Suspension

a. When an occupied position in the competitive, non-competitive, or labor class is abolished, suspension is to be made from among those employees holding the same title in the same layoff unit as the abolished position.

b. Among permanent employees, the order of suspension is the inverse of the order of their original permanent appointments in the classified service. See above definition of permanent service for veterans and disabled veterans. An exception to this rule is that the blind have absolute retention rights but only in their job status.

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES -contd.

c. A blind person may not backdate his/her permanent service if he/she also happens to be either a veteran or disabled veteran. A person is considered blind if he/she is so certified by the Commission for the Blind and Visually Handicapped of the New York State Office of Children and Family Services.

d. When two or more permanent incumbents of positions in a specific title are suspended, demoted or displaced at the same time, the order in which they shall be entitled to displace shall be determined by their respective retention standing, with those having the greater retention standing entitled to displace first.

e. When several employees were originally appointed on a permanent basis from the same eligible list on the same day, their retention rights shall be determined by their rank on that eligible list; that person having the highest rank having greater retention rights over those having lower ranks.

f. All temporary, provisional, and contingent permanent employees occupying these positions must be let go before any permanent employee is suspended from such positions.

g. Probationary employees occupying such positions in the same title, must also be suspended before any permanent employee in the layoff unit in that title who has completed his/her probationary period. Probationary employees do, however, have greater retention rights to those of contingent permanent, temporary, and provisional employees.

h. The order of suspension among probationary employees shall follow the same principles as that among permanent employees.

i. Where the layoff involves more than one position in a title, the order of displacement will be the inverse of the order of suspension. That is, the most senior of the suspended employees will be the first to displace. This shall apply to both vertical bumping and retreat.

3. Vertical Bumping

a. Vertical bumping occurs when an employee in a specific title to which there is a direct line of promotion, who is himself/herself suspended or displaced, displaces an employee in the next lower occupied title in direct line of promotion in the same layoff unit having the least seniority if the employee who seeks to displace has greater retention standing.

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES -contd.

b. If an employee refuses to displace a junior incumbent, he/she must be laid off. This, however, does not protect the junior incumbent from being compared in retention standing with other incumbents if other positions at the higher level are being abolished.

c. When a next lower title has been occupied by means of displacement regardless of when the displacement into the title has occurred, it is considered to be occupied for further displacement purposes; however, a next lower title which has all of its positions abolished at the same time as positions are abolished at the higher level cannot be considered as occupied. A title which is occupied by an incumbent, temporary, provisional, contingent permanent, probationary or permanent, is considered occupied for the purposes of this section.

4. Retreat

a. Retreat occurs when and only when there is no lower occupied position in direct line of promotion at any level.

b. An employee may retreat by displacing the incumbent with the least retention right who is serving in a position in the title in which the displacing incumbent last served on a permanent basis prior to service in the title from which he/she is currently suspended or displaced. Retreat may only occur where the position in the title formerly held by the displacing incumbent is occupied in the same jurisdictional class, in the same layoff unit, and at a lower salary grade; the service of the displacing incumbent while in the former title must have been satisfactory, and the junior incumbent must have less retention standing than the displacing incumbent.

c. The service of the displacing incumbent in the title to which he/she is retreating need not have been in the same layoff unit as the one from which he/she is displaced.

d. An employee may also displace by retreat to a position in a title he/she last served on a permanent basis although he/she had intervening service in other title as long as his/her service in each of the intervening titles was on other than a permanent basis. He/she may also displace by retreat to a position, which does not count in the computation of his/her continuous service.

e. Where a title change has been affected to better describe the duties of a position but the duties have not substantially changed since the suspended employee last served in that title the new title will for retreat purposes be deemed to be the former title.

RULE XXV - LAYOFF OF COMPETITIVE, NON-COMPETITIVE AND LABOR CLASS EMPLOYEES -contd.

5. An employee who refuses to accept an appointment afforded by displacement for whatever reason waives all rights regarding the displacement; however, this employee's name will be entered on an appropriate preferred list.

6. An appointing authority may take such steps as it may deem necessary in order to secure binding written commitments in advance of suspension, demotion or displacement from employees potentially affected by such suspension, demotion or displacement as to their willingness to accept reassignment or displacement.



PAR-12-24

POLICY ADVISORY REPORT

TO: All Municipal Civil Service Agencies

FROM: Municipal Services Division

SUBJECT: Qualified Incumbent Examinations for NY HELPS Employees

DATE: October 11, 2024

On September 18, 2024, the State Civil Service Commission (Commission) approved an update of Model Rule XII – Certification for Appointment to streamline the process to transition employees appointed to NY HELPS positions to competitive class positions without the need to delete titles from their Appendices. Local agencies who adopt this Model Rule will be able to administer an examination for qualified incumbents – a Qualified Incumbent Examination (QIE) to transition non-competitive class employees appointed via the NY HELPS Program to the competitive class while preserving the ability to make non-competitive class NY HELPS appointments.

Following the success of the HELP Program, the expansion of that Program into the NY HELPS program at the February 14, 2024, meeting of the Commission created an opportunity for many more titles to be included in the appendices of local civil service agencies for use in the non-competitive class. It also extended the duration of the program beyond one year, creating a need to transition those non-competitive employees into the competitive class while the Program is still in effect.

Local civil service agencies have indicated that the process of transitioning those employees to the competitive class involved the local civil service agency submitting a rules resolution to the Commission to delete each encumbered non-competitive NY HELPS title from their appendices is labor intensive and cumbersome. Furthermore, if the appointing authority still has need to make non-competitive appointments to the title, another rules resolution would have to be submitted to add the title back into the local appendices so that the Program could be used as intended adding to the administrative burden.

In response to this need, the Municipal Services Division developed the attached Model Rule which provides local civil service agencies with a tool to transition non-competitive class employees appointed via the NY HELPS Program to the competitive class while preserving the ability to make non-competitive class NY HELPS appointments by administering an examination for qualified incumbents – a Qualified Incumbent

Examination (QIE). Such examination would only be available to incumbents who have received non-competitive class appointments pursuant to the NY HELPS Program and may consist of a review and evaluation of the training, experience, and other qualifications of the nominee.

This Rule amendment:

- Establishes eligibility criteria for employees to take QIEs.
- Makes clear that QIEs could be administered on a continuous recruitment basis;
- Clarifies that all employees who pass a QIE would be equally reachable for appointment;
- Provides that appointments from a QIE must be made within two months of the employee's name being placed on the list;
- Explains how lists resulting from QIE's would fit in priority of certification amongst other lists (preferred lists, promotion lists and open-competitive lists); and
- Expires upon the termination of the NYS HELPS Program.

Please review the attached updated Model Rule and determine if it would improve civil service administration under your jurisdiction. Adoption of this new Model Rule must be done by following the procedures detailed in section 20 of the Civil Service Law and by submitting a rules resolution to amend your Civil Service Rules to the Municipal Services Division for presentation to the Commission.

To assist your agency with putting this Rule into practice, we have attached a sample QIE Format and a sample QIE Announcement.

Please send your questions to assistance.request@cs.ny.gov. MSD will schedule a webinar to review this information. Once the webinar is scheduled, we will notify agency heads via email.

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created, the proposal therefor, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the commission.
Effective April 1, 1959

CITY OF NORWICH CIVIL SERVICE COMMISSION
NORWICH, NEW YORK

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward two typed copies to this Commission.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Operations & Maintenance		Norwich City School District

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF WORK TIME	
10%	Supervises and relates assignments to Maintenance Workers
20%	Assists in performing work in a new or complete technical nature as needed
5%	Inspects building(s) regularly and makes recommendations for improvement or new equipment
5%	Supervises and participates in the care and servicing of specialized equipment such as air conditioning systems, heating systems, plumbing systems, and related operational systems within the building
5%	Handles emergency maintenance requests personally or by assignment of crew
3%	Recommends purchase of maintenance supplies
2%	May prepare operating budget estimates for maintenance activities
3%	Reviews professional contractor's work and delivers reports to Director of Facilities and Operations

(attach additional sheets if more space is needed)

3. Names and titles of persons supervising this position (General, Direct, Administrative, etc.):		
NAME	TITLE	TYPE OF SUPERVISION
James Mucha	Supervisor of Facilities and Grounds	Direct
Joe Alger	Director of School Operations and Athletics	Indirect
4. Names and titles of persons supervised by employee in this position:		
NAME	TITLE	TYPE OF SUPERVISION
	Groundskeeper/Cleaner	Direct
	Maintenance Worker	Direct
	Senior Custodian/Head Building Maintenance Mechanic	Indirect
5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	LOCATION OF POSITION
David Sayles	Head Building Maintenance Mechanic	Norwich City School District
James Mucha	Supervisor of Facilities and Grounds	Norwich City School District
6. What minimum qualifications do you think should be required for this position?		
Education: High School <u>4</u> years College _____ years, with specialization in _____ Other _____ years, with specialization in _____ Experience: (list amount and type) Five years progressively responsible experience in building systems and maintenance, building maintenance mechanics or related field; at least two years of which shall include large scale building maintenance work involving standard building trades, and at least one of which shall include supervisory experience. Preferred: Supervisory experience. Essential knowledge's, skills and abilities: Thorough knowledge of modern large-scale building and grounds maintenance practices; thorough knowledge of the practices and techniques of one or more of the standard trades; working knowledge of business arithmetic and English; ability to work from plans and specifications; ability to maintain records and prepare reports; ability to plan, lay out and supervise the work of others; ability to follow complex oral and written instructions; initiative; good judgment; dependability; physical condition commensurate with the demands of the job. Type of license or certificate required: Possession of a CDL-B license issued by the New York State Department of Motor Vehicles at the time of appointment		
7. The above statements are accurate and complete.		
Date: 10/17/2024	Title: Director of Human Resources	Signature: <u>Amanda Teller</u>
CERTIFICATE OF CIVIL SERVICE COMMISSION		
8. In accordance with the provisions of Civil Service Law, Section 22, the _____		
_____ Civil Service Commission certifies that the appropriate civil service title		
for the position described is _____		
Date: _____	Signature: _____	
ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY		
9. Creation of described position		
_____ Approved		
_____ Disapproved		
Date: _____	Signature: _____	

Percentage of Work Time	Description of Duties
2%	Keeps various records and makes reports of activities
5%	Confers with superior on operational maintenance questions
5%	Responds, prioritizes, and schedules routine to urgent grounds maintenance service as requested
3%	Provides training to staff by demonstrating proper use of equipment and materials and the performance of specific tasks to meet quality standards
4%	Periodically spot checks work to make sure instructions are followed, work is progressing according to schedule, and materials and equipment are being used properly
3%	Reports orally or in writing to higher level staff on the progress of projects
3%	Plans or assists in the planning of landscaping and other grounds projects by preparing rough sketches, schedules, and estimates of the staff, materials, and equipment needed to accomplish the project
1%	Prepares purchase orders and justification for grounds materials, equipment and supplies
1%	Prepares a portion of or the entire annual budget for equipment, supplies, and personnel and provides justification for grounds department operational costs
3%	Reviews job orders, blueprints, and specifications, and as required, visits the project site to determine dimensions, materials, and labor required to complete the project.
9%	Assigns staff to the project and assigns oral instructions and blueprints, specifications, and plans
4%	Observes and inspects work while in progress and when completed to make sure that specific codes are followed, materials and equipment are used properly, schedules are met, and work is performed according to plan
1%	Prepares, implements, and enforces a preventative maintenance program
1%	Assists staff by providing instructions and assistance in resolving work related problems and in the performance of specific tasks
1%	Implements and enforces safety procedures and standards for all facility maintenance operations

Fire Captain

Distinguishing Features of the Class: This class of fire officer is responsible for administrative control of a shift or platoon. This position has a high degree of responsibility involving controlling and extinguishing fires, protecting life and property, performing various fire prevention duties and maintaining equipment. The work involves responsibility during an assigned shift for directing the work of Firefighters in their firefighting duties and for building and directing the work of Firefighters in their firefighting duties and for building and equipment maintenance. An employee in this class is responsible for the protection of lives and property and has complete charge of operations at the fire scene in the absence of or pending arrival of a higher-ranking officer. The work is performed under the general supervision of the Fire Chief in conformance with department regulations and standard policy. Supervision is exercised over paid and volunteer firefighters. Performs related work as required.

Typical Work Activities:

Responds to fire alarms and medical calls;

Directs the operation of laying and connecting hose lines and nozzles;

Directs the operation of water supply on and off;

Directs the operation of handling fire hose and directs the stream;

Directs the operation of driving and operating motor driven firefighting equipment;

Directs the operation of placing and climbing ladders and entering burning buildings when necessary;

Directs the operation of making openings in burning buildings;

Directs the operation of performing salvage operations at scene of fire such as covering furniture with tarpaulins and removing debris;

Inspects property at scene of fire to prevent reigniting;

Maintains discipline;

Makes daily reports of personnel activities;

Completes fire and incident reports;

Performs fire prevention duties and inspections;

Answers telephone and radio calls;

Performs miscellaneous clerical work as required;

Directs the operation of cleaning and maintaining firefighting equipment in good operating condition;

Directs the operation of and assists in giving emergency first aid to injured persons;

Performs and coordinates a variety of routine tasks in connection with the general care, maintenance and repair of building and grounds;

Instructs on duty and all in-training classes as required;

Schedules firefighters for shifts and or duties.

Full Performance knowledge, skills, abilities and personal characteristics:

Candidates must have mental alertness. Thorough knowledge of the geography of the area. Thorough knowledge of modern fire control and prevention methods. Thorough knowledge of the operation of fire and emergency vehicles, equipment, and apparatus. Ability to operate heavy motor equipment. Mechanical aptitude. Ability to get along well with others. Ability to follow oral and written instructions. Conscientiousness and task oriented. Ability to instruct firefighters in firefighting and other operations. Possess a keen ability to direct personnel and command under stressful circumstances. Physical condition commensurate with the demands of the position.

Minimum Qualifications:

- 1 . Graduation from high school or possession of a high school equivalency diploma; ~~and four years in a permanent competitive class status holding the position of Firefighter;~~ and
- 2 . Four years in a permanent competitive class status holding the current position of Firefighter.
- 3 . Possess a minimum of an ALS (Advanced Life Support) certification at time of appointment and maintain it during employment as a Fire Captain; and
- 4 . Possess a valid New York State Driver's license at time of appointment and maintain it during employment as a Fire Captain.

Date approved 6/22/200

Date Revised 3/25/2010, 12/2019