

MINUTES
FAIRFIELD CIVIL SERVICE COMMISSION
REGULAR MEETING DECEMBER 10, 2025

The Fairfield Civil Service Commission held their regular monthly meeting on December 10, 2025. Chairperson Rick Fox called the meeting to order at 6:00 p.m. Vice Chairperson Carol Mayhall; Member John Kinkade; Steve Wolterman, Assistant City Law Director; Tami Moore, City of Fairfield Human Resources Manager, and Dana Kennedy, Civil Service Secretary, were present.

The minutes of the November 5, 2025, meeting were reviewed with no further discussion deemed necessary. Ms. Mayhall made a motion to approve the meeting minutes. Mr. Fox added a second to the motion. The motion carried.

The Secretary's Report was reviewed noting all contents appeared routine. A motion was then made by Mr. Fox to accept the Secretary's Report dated November 5, 2025. A second was added to the motion by Mr. Kinkade. The motion carried.

School Business:

Old Business

None

New Business

Mr. Fox made a motion to approve administering a new Clerical exam. Ms. Mayhall added a second to the motion. The motion carried.

City Business:

Old Business

None

New Business

Mr. Fox made a motion to approve the Eligibility List for the Account Clerk I/ Clerk I position. Ms. Mayhall added a second to the motion. The motion carried.

Police/Firefighter Business:

Old Business

None

New Business

Mr. Fox made a motion to approve the Fire Apparatus Operator exam material and the request to administer the In-House Fire Apparatus Operator exam with a minimum passing score of 70% on the written exam and each component of the practical exam. Mr. Kinkade added a second to the motion. The motion carried.

Business from the Floor:

The next regular Civil Service Commission meeting is scheduled for Wednesday, January 14, 2026, at 6:00 p.m.

Mr. Fox will not be present at the January 14, 2026 meeting

Regular meeting was adjourned at 6:25 p.m.

ATTEST: 
Dana Kennedy, Secretary

APPROVE: 
Carol Mayhall, Vice-Chairperson