



HUMAN RESOURCES DEPARTMENT

Elaine G. Barton – Human Resources Director
201 West Water Street * Piqua, Ohio 45356
(937) 778-2053 - FAX (937) 778-2048
E-Mail: ebarton@piquaoh.org

January 18, 2013

MEMORANDUM

To: Civil Service Commission Members

From: Elaine G. Barton, Human Resources Director *EGB*

Re: Civil Service Commission Meeting Agenda

Meeting Date: **Tuesday, February 26, 2013 – 4:00PM**

Location: **Admin Conference Room – 2nd Floor MGC**

AGENDA

Roll call of members

1. Approval of minutes 5/2/12 and 5/16/12
2. Election of Commission Chair and Secretary
3. Discuss extension of Police Lieutenant eligibility list
4. Discuss extension of Police Officer eligibility list
5. Discuss extension of Firefighter/Paramedic eligibility list
6. Adjourn

**MINUTES
CIVIL SERVICE MEETING
Wednesday, May 2, 2012**

The Civil Service Commission met at 4:30 p.m. in the Municipal Government Complex Administrative Conference Room, second floor, 201 W. Water Street, Piqua, Ohio.

Commission members present were Mike Gutmann, Alissa Blankenship, Dave Vollette, Bruce Hogston, and Evelyn Mahrt. Also present was Elaine Barton, Human Resources Director and from the Police Department, Chief Bruce Jamison, Fire Department was Chief Mike Rindler, Robert Bloom and Jim Drieling.

REGULAR CIVIL SERVICE MEETING

Mike Gutmann called the meeting to order at 4:34 pm.

Minutes from March 28, 2012

Dave Vollette made a motion to accept the minutes of March 28, 2012 and Alissa Blankenship seconded the motion. The Motion to approve the minutes passed unanimously.

Entry Level Police Officer Test April 14, 2012

Elaine Barton distributed a spreadsheet with the results from the April 14th test. Elaine stated that 18 passed both the written test and the physical agility test.

Elaine Barton and Alissa Blankenship both reviewed the percentage given for extra credit and a discussion took place if the 10% was based on the score. Elaine said that it had to be based on the score on the test score because it was a percentage and not just a set number.

Bob Bloom questioned if the Commission needed to certify the list now or if it would be more beneficial to wait until closer to when they need to hire. Elaine Barton stated we have to make a list to let the people who tested know where they placed.

Bruce Hogston made a motion to certify the Police eligibility list for entry level candidates and Evelyn seconded the motion. The Motion to certify the list passed unanimously.

Entry Level Firefighter Test April 14, 2012

The list was distributed to the commission. Bruce Hogston said that he had a problem with the application packet stating that the candidates had to have their FF2/Paramedic certification before hire. Bruce felt like this should have been approved by the Civil Service Board. Elaine explained that no one was limited from taking the test if they didn't have their FF2/Paramedic certification, it was just a requirement before hire. Bruce Hogston said that the Civil Service Commission should have known about it beforehand, at which time he wouldn't have had any problem with it and would have approved it.

Mike Gutmann said that the board members wouldn't have even known to question this.

It was asked how long it takes to get your FF2 certification and Jim Drieling said it takes 2 years. Bob Bloom stated that having this certification before hire is becoming industry standards.

Mike Rindler mentioned all that goes into the hiring process - Physical Fitness Test, Oral Interviews, Polygraph, and Neighborhood interviews.

Bruce Hogston said his only issue is that the Civil Service Board was not asked to approve this requirement. Mike Gutmann said that Bruce has the right to his opinion. Elaine Barton said the reason the requirement was made, was that the fire department applied for a grant and if successful, the individuals would need to be hired quickly and to be effective, they would need to be FF2/Paramedics.

Alissa Blankenship read from the rules and didn't see where they were clear. Mike Gutmann said there were good points being made and it would be good to clarify this section of the rules.

Mike Rindler said the Physical Test would consist of two Saturdays, one for practice to teach techniques and one for the actual test. A date had not been set, but it would be in the near future.

Evelyn Mahrt made a motion to certify the Fire eligibility list for entry level candidates and Alissa Blankenship seconded the motion. The motion to certify the list was passed by all except Bruce Hogston who abstained.

Other Business

Mike Gutmann asked if there was any other business.

Bob Bloom said the International FF helped write the Fire Department grant and they thought Piqua had a good chance at being awarded the grant.

Bruce Hogston would like to revise the rules to state that only the top six firefighters proceed to the assessment center for promotion to the rank of Captain. This is the way that it is handled in the Police Department.

Mike Rindler said they would look into this. Bob Bloom said that he would like to look at past promotions and see how this would have affected them. Jim Drieling said that John Kendall moved from seventh to second place after the Assessment.

Adjournment

Dave Vollette made a motion to adjourn at 5:23 and Alissa Blankenship seconded. Motion carried.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: _____

Michael Gutmann, Chairperson

Alissa Blankenship, Secretary

Bruce Hogston, Member

David Vollette, Member

Evelyn Mahrt, Member

**MINUTES
CIVIL SERVICE MEETING
Wednesday, May 16, 2012**

The Civil Service Commission met at 4:30 p.m. in the Municipal Government Complex Administrative Conference Room, second floor, 201 W. Water Street, Piqua, Ohio.

Board members present were Mike Gutmann, Alissa Blankenship, Dave Vollette, Bruce Hogston, and Evelyn Mahrt. Also present was Elaine Barton, Human Resources Director, Gary Huff, City Manager, from the Police Department, Chief Bruce Jamison, and the Fire Department was Chief Mike Rindler, and Bob Bloom.

REGULAR CIVIL SERVICE MEETING

Mike Gutmann called the meeting to order at 4:35 pm.

Review Request from Corbin Peltier

Elaine Barton asked if everyone had received a copy of Corbin Peltier's request to reevaluate his score. Elaine Barton explained that he submitted a certification card with his application that only showed EMT certification. Corbin states in his letter that he called and was given his score with the extra credit and asked that this be corrected at the time. Elaine Barton said that she didn't talk with Mr. Peltier about his extra credit. She stated that she gave him only his raw score over the phone. Mike Gutmann asked if he could have had this conversation with anyone else to which Elaine answered "No", she was the only one that gave out scores and only gave raw scores over the phone.

Alissa Blankenship directed a comment to the Fire Department personnel, "Do people typically destroy their old card when they receive a new certification"?

Dave Vollette asked if it mattered if Corbin was given the extra 5 percent and Elaine Barton responded that it would move him from 38th place on the list to 33rd. Bruce Hogston said it would give Corbin a chance to take the Physical Fitness test.

Gary Huff, City Manager, commented how the board would handle it if others got certified and if the list would keep changing. The response was no.

Alissa Blankenship said that he did have this certification at the time of testing, he just included the incorrect card.

Evelyn Mahrt questioned if you looked at this from a legal standpoint, the first paragraph under "Important Dates" April 5, 2012 says ...Application must be received by City of Piqua Human Resources Department by 4:00 p.m. Must include required certified documentation of qualifying military service, college degree (Bachelor/Associate), or 240 hour firefighting certificate and/or current paramedic certification to qualify for additional credit not to exceed 10% of the written test....

Bruce Hogston said that Mr. Peltier does have 2 1/2 years of schooling and he hates to turn him down.

Chief Rindler said that Elaine Barton has more experience with this and it doesn't make any difference to him.

Chief Jamison stated that he would be concerned with the precedence this would set. He is also concerned about the five people under Corbin that would be hurt.

Evelyn Mahrt asked how long he would have to wait before he could test again. It was stated that a new test may not be given for two years. Evelyn Mahrt asked if the list could be changed to accept 36 but Corbin is currently number 38. Bruce Hogston noted that wouldn't change anything.

Mike Gutmann said that if we do accept his current certification of Paramedic, and grant him the extra 5 percentage points, it would be under very narrow circumstances.

Alissa Blankenship asked "What if someone forgets to put in documentation for their college degree?"

Mike Gutmann said, again, this would be under very narrow circumstances. Evelyn Mahrt suggested an addendum be added to the rules to say any extra credit that wasn't included must have been in effect at the time of testing to be reconsidered.

Alissa Blankenship stated that someone else could say, they had extra credit, even two cards, and I put my correct card in my packet when it was returned.

Bruce Hogston asked Elaine Barton if she reviewed the whole application packet when determining extra credit. Bruce stated a 20 second phone call could have straightened it out since he said he was a paramedic but his card didn't reflect that. She said that she relies on the documentation and it is the responsibility of the applicant to include the proper documentation.

Bob Bloom stated that if the way the agility test is handled is approved, it may not limit the physical to the top 35. Elaine Barton stated that it doesn't mean that #1 on the list is going to be hired. Bruce Hogston asked if the vote should be postponed until the physical agility test was discussed. Mike Gutmann said that they should be handled separately and asked for a motion to modify the score to credit Corbin Peltier with additional credit. Bruce Hogston made the motion and Dave Vollette seconded the motion.

Chief Jamison asked if consideration would be given as to the time frame it was brought to the board's attention. He doesn't want a candidate to come back six months later and say that they forgot to include something.

Roll Call was taken and the vote for the motion was as follows:

Bruce Hogston Yes, Mike Gutmann Yes, Evelyn Mahrt Yes, Dave Vollette No, Alissa Blankenship No

The motion carried to give Corbin Peltier extra credit for having his Paramedic certification.

Mike Gutmann wanted to make sure the minutes reflected this review was granted under very narrow circumstances. Mike Gutmann asked what the next step would be. Elaine Barton responded that she would notify Corbin Peltier of the Civil Service Commission vote and that he is now tied for 33rd place on the eligibility list.

Physical Agility Test

Chief Rindler requested approval to use CPAT (Candidate Physical Ability Testing) to do the Physical Agility test. He said his sole reason for this request is financial. Chief Rindler said this is exceedingly fair. The only difference is that the candidate has to pay to be certified rather than the city paying overtime to administer the test. There is a test starting in Kettering in June. It costs \$115.00 and is for an 8-week cycle, consisting of orientation, 2 practice sessions, and testing.

Gary Huff, City Manager, stated he is in favor of this type of testing. It is completely fair. Chief Rindler said an advantage is that they can use this certification for other departments. Bruce Hogston asked how many departments accept it and Chief Rindler responded that he wasn't sure. Mike Gutmann asked if we would be putting anyone at a disadvantage.

Bob Bloom commented that this testing has been tested in court. Evelyn Mahrt asked what organization administers this test. Bob Bloom stated IAFF is the licensing body.

Chief Rindler said that he would find out more about the specific date of the next test locally and put that in the letter sent out to the candidates. Mike Gutmann said that it appears that it falls within the Civil Service Rules. Alissa Blankenship questioned if any of the candidates expected this? Mike Gutmann brought up that someone may say it is a hardship.

Bruce Hogston said that he would vote for this next time, but not now. Evelyn Mahrt said that she did wish that the applicants would have known about it from the beginning.

City Manager Huff said that this is a very fair way and this test has been certified by the ICMA and the IAFF. He stated that the City is going to have to do more of this.

Mike Gutmann said that the advantages outweigh the disadvantages. Alissa Blankenship said that no where did it say the physical agility test would be free.

Mike Guttmann asked if there was a motion to accept the CPAT test as our Physical Agility test. Dave Vollette made a motion and Alissa Blankenship seconded the motion.

Mike Rindler asked that clarification be made on how many people would be eligible. Elaine Barton said that it was limited in the past because of cost.

The clerk took a vote and it went as follows:

Bruce Hogston – No
Mike Gutmann – Yes
Evelyn Mahrt – Yes
Dave Vollette – Yes
Alissa Blankenship – Yes

Mike Gutmann acknowledged that the motion carried to require the candidates to take the CPAT.

It was asked if the Rules needed to be changed and Elaine Barton suggested that we should go through one cycle first to make sure we are satisfied.

Chief Rindler said he would send a letter out and Bruce Hogston said that he felt the letter should be sent to all those who passed the written exam.

Bob Bloom said it is his understanding that the candidate doesn't have to attend all 8-weeks of the practices and training and can come just for the actual test if they have registered for the CPAT test.

Other Business

Bruce Hogston asked if Bob Bloom talked to the staff about the way promotions are handled. Bob said he had not.

Adjournment

The meeting was adjourned at 5:35 p.m.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: _____

Michael Gutmann, Chairperson

Alissa Blankenship, Secretary

Bruce Hogston, Member

David Vollette, Member

Evelyn Mahrt, Member

February 26, 2013

MEMORANDUM

To: Civil Service Commission
From: Elaine G. Barton, Human Resources Director
Re: Extension of existing Police Lieutenant eligibility list

The City of Piqua requests that the existing eligibility list for Police Lieutenant dated March 28, 2012 be extended until March 28, 2014.

Elaine G. Barton
Human Resources Director

PIQUA CIVIL SERVICE COMMISSION APPROVED: _____
Date

Michael Gutmann, Chairperson

Alissa Blankenship, Secretary

Bruce Hogston, Member

David Vollette, Member

Evelyn Mahrt, Member

March 28, 2012

Gary A. Huff
Director, Piqua Civil Service Commission
City of Piqua
201 West Water Street
Piqua, Ohio 45356

Dear Mr. Huff:

The current eligibility list for Police Lieutenant is as follows:

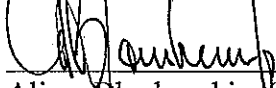
1. ~~Richard Byron~~ *promoted 4/17/12*
2. William Thomas
3. Phillip Crusey
4. William Weaver
5. Brian George

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 3/28/12

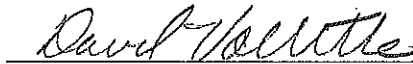


Michael Gutmann, Chairperson

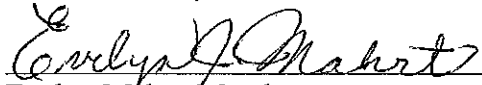


Alissa Blankenship, Secretary

Bruce Hogston, Member



David Vollette, Member



Evelyn Mahrt, Member

February 26, 2013

MEMORANDUM

To: Civil Service Commission
From: Elaine G. Barton, Human Resources Director
Re: Extension of existing Police Officer eligibility list

The City of Piqua requests that the existing eligibility list for Police Officer dated May 2, 2012 be extended until May 2, 2014.

Elaine G. Barton
Human Resources Director

PIQUA CIVIL SERVICE COMMISSION APPROVED: _____
Date

Michael Gutmann, Chairperson

Alissa Blankenship, Secretary

Bruce Hogston, Member

David Vollette, Member

Evelyn Mahrt, Member

May 2, 2012

Gary A. Huff, Director
Piqua Civil Service Commission

Dear Mr. Huff:

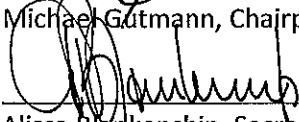
The current eligibility list for **Police Officer** is as follows:

- | | | |
|----|------------|-------------|
| 1 | Newton | Jason |
| 2 | Parker | Brian |
| 3 | Mathis | David |
| 4 | Simpson | Tyler |
| 5 | Luedeke | Scotty |
| 6 | Thompson | Benjamin |
| 7 | Zimmer | Nicholas |
| 8 | Highley Jr | Gregory |
| 9 | Drieling | Danielle |
| 10 | Boyer | Nathanael |
| 11 | Leninger | Andy |
| 12 | Kerr | Jeremy |
| 13 | Eppley | Wesley |
| 14 | Forrest | Christopher |
| 15 | Pearson | Anthony |
| 16 | Swartz | Julie |
| 17 | Aselage | Justin |
| 18 | Blackford | Brittany |

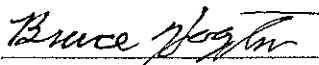
PIQUA CIVIL SERVICE COMMISSION



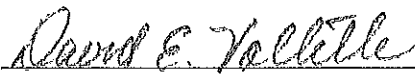
Michael Gutmann, Chairperson



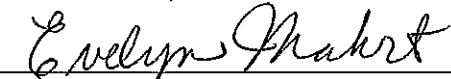
Alissa Blankenship, Secretary



Bruce Hogston, Member



David Vollette, Member



Evelyn Mahrt, Member

February 26, 2013

MEMORANDUM

To: Civil Service Commission
From: Elaine G. Barton, Human Resources Director
Re: Extension of existing Firefighter eligibility list

The City of Piqua requests that the existing eligibility list for Firefighter dated May 2, 2012 be extended until May 2, 2014.

Elaine G. Barton
Human Resources Director

PIQUA CIVIL SERVICE COMMISSION APPROVED: _____
Date

Michael Gutmann, Chairperson

Alissa Blankenship, Secretary

Bruce Hogston, Member

David Vollette, Member

Evelyn Mahrt, Member

May 2, 2012

Gary A. Huff, Director
Piqua Civil Service Commission

The current eligibility list for Firefighter/Paramedic is as follows:

1. Guisinger, Chance
2. Welty, Jacob
3. Eash, Karl
4. Penner, Caleb
5. Werling, James
6. Fianning, Dane
7. Hollatz, Daniel
8. Meyer, Kyle
9. Phillips, Jared
10. McCulla, Vance
11. Wolf, Kirk
12. Rasor, Logan
13. McLain, Ryan
14. Barlage, Kyle
15. Allread, Craig

PIQUA CIVIL SERVICE COMMISSION APPROVED: _____
Date

Michael Gutmann, Chairperson

Alissa Blankenship, Secretary

Bruce Hogston, Member

David Vollette, Member

Evelyn Mahrt, Member

May 2, 2012

Gary A. Huff, Director
Piqua Civil Service Commission

Dear Mr. Huff:

The current eligibility list for Firefighter/Paramedic is as follows:

- ~~1. Puhl, Adam CPAT~~
- ~~2. Catlin, Lawrence CPAT~~
- 3. Guisinger, Chance
- ~~4. May, Joshua CPAT~~ hired
- ~~5. Dilsaver, Matthew~~
- 6. Welty, Jacob
- ~~7. Neal, James~~ did not show for interview
- ~~8. Eifert, Jared CPAT~~
- ~~9. Henry, Eric~~ asked to be removed
- 10. Eash, Karl
- ~~11. Havenar, Ryan~~ asked to be removed
- ~~12. Lacy, Dustin~~ hired
- ~~13. Luedtke, Bradley~~ background
- 14. Penner, Caleb
- ~~15. Wells, Eric CPAT~~
- 16. Werling, James
- ~~17. Williams, Christopher~~ asked to be removed
- ~~18. Lavy, Brandon~~ hired
- 19. Poehler, Andrew CPAT
- 20. Fienning, Dane
- ~~21. Newland, Kyle~~ CPAT hired
- ~~22. Beard, Tyler~~ hired
- ~~23. Strote, Tyler CPAT~~
- ~~24. McKinney, Logan CPAT~~
- ~~25. Durst, Larry~~ CPAT
- ~~26. Setzer, Stephen~~ background
- 27. Hollatz, Daniel
- 28. Meyer, Kyle
- ~~29. Minton, Jonathan~~ hired
- 30. Phillips, Jared
- 31. McCulla, Vance
- 32. Wolf, Kirk CPAT
- ~~33. Kirkpatrick, Brian~~ CPAT Corbin Pettier background
- 34. Rasor, Logan
- ~~35. Kauffman, Lyndon~~ hired

PIQUA CIVIL SERVICE COMMISSION:

Michael Gutmann

Michael Gutmann, Chairperson

Alissa Blankenship

Alissa Blankenship, Secretary

Bruce Hogston

Bruce Hogston, Member

David Vollette

David Vollette, Member

Evelyn Mahrt

Evelyn Mahrt, Member

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