

**MINUTES  
CIVIL SERVICE MEETING  
WEDNESDAY, FEBRUARY 11, 2009**

The Civil Service Commission met at 5:00 p.m. in the Municipal Government Complex Administrative Conference Room, second floor, 201 W. Water Street, Piqua, Ohio.

Those present were Mike Gutmann, Clayton Brown, Dave Vollette and Alissa Blankenship. Members Absent: Bruce Hogston Also present were Elaine Barton, Human Resources Director, Fred Enderle, City Manager, Police Chief Bruce Jamison and Acting Fire Chief Rick Maggert.

Meeting called to order by Alissa Blankenship, Secretary. Chairman Brown arrived at approximately 5:04 p.m.

**REGULAR CIVIL SERVICE MEETING**

**Approval of Minutes,**

Mike Gutmann moved to accept the minutes of December 12, 2008 and Dave Vollette seconded the motion. All members were in favor and motion carried unanimously.

**Promotional Testing for Fire Chief**

Elaine Barton stated that a proposal had been received by Stanard & Associates for the Assessment and Written Exam for the position of Fire Chief. A meeting has been scheduled for next week with Brian Kitzman, Stanard representative, to schedule specific date of test. A discussion followed.

Dave Vollette asked how many people would be taking the test and Acting Chief Rick Maggert responded that two Assistant Chiefs would.

Fred Enderle clarified that the written test consisted of multiple-choice questions. The management style of the candidate is far more critical, and their ability to lead, since the Chief will be part of the management team and will report directly to the City Manager.

It was recommended by Fred and Elaine that Stanard score the test, provide assessors, monitor the procedure, score it, and give the final score. The Assessment panel would also consist of Fred Enderle, City Manager, and Elaine Barton, Human Resources Director, and 3 Fire Chiefs from the region.

Mike Gutmann made a motion to approve the proposal from Stanard and Clayton seconded the motion. Before a vote was made, Bob Bloom (firefighter/paramedic) said that he objected. He stated that Page 9 of the Civil Service rules says that the City Manager and Human Resources Director cannot be on the Assessment Panel. The rules state that the candidates identity is supposed to be concealed.

The Commissioners reviewed the Rules.

Elaine Barton stated that the Fire Chief Promotional Exam and Assessment would be monitored by Stanard & Associates and that they were the "independent and impartial professional organization" as specified in the civil service rules.

Rick Maggert said that politics should be kept out of it. Bill Hogston stated that the Rules go to great lengths to keep politics out of it. City Manager Enderle stated that there was nothing in the rules that would keep the City Manager from sitting on the assessment panel.

Civil Service Commission  
Meeting Minutes – February 11, 2009  
Page Two

Mike Gutmann wanted to confirm that all five assessors on the panel had to come to a consensus. There would be two individuals from the City but also three individuals (Fire Chiefs) recruited from outside of the area.

City Manager Fred Enderle stated that he wants the best person for the job.

Bob Bloom (firefighter) said the whole purpose of keeping city officials off of the panel is to keep the person's identity concealed.

Mike Gutmann said that the Chief does have to work directly with the City Manager. He said that the City Manager should have input into who the next Chief will be. He said that Fire Chiefs from the outside would know what makes a good fire chief but that the City Manager would know what would make a good chief in Piqua.

Alissa Blankenship said that she couldn't see in the rules where the examiners have to be outside the city.

Bill Hogston stated that Stanard would appoint assessors. He said the Civil Service is sacred.

Dave Vollette asked how the scoring is arrived. He asked if having to come to a consensus could alter the score. Fred answered by saying a discussion takes place after the panel meets with the candidates, but the assessors usually agree. Elaine stated that there is also training.

Clayton Brown agrees that the City Manager needs to be on the assessment panel but not necessarily the Human Resources Director. He thought a good person would possibly be the Police Chief since he may have to work with Fire Chief in a time of crisis. Fred said that he would be fine with the Chief of Police being on the panel or even lowering the number on the panel to four. Chief Jamison was asked if he was comfortable sitting on the panel. Chief Jamison said that he did not come to the meeting looking for a job, but he would do whatever was asked of him.

Dave Vollette said that he feels more comfortable having Stanard choose the chiefs that would be on the panel. Dave said it would create ~~more~~ <sup>greater</sup> objectivity.

Clayton reviewed that the candidate was identified by number and stated that he felt it was a pretty fair process. Alissa and Mike said they didn't feel as if they were going against the rules.

Clayton made a motion to accept the proposal with three <sup>decision</sup> from the assessment panel to be chosen by Stanard & Associates. Clayton also clarified that his acceptance of the proposal also included having the City Manager and Police Chief sit on the panel. Dave Vollette seconded the motion and all voted in favor.

### **OTHER BUSINESS**

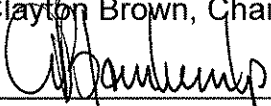
Clayton asked if there was any other business. Elaine stated that a testing date would be on or before April 30<sup>th</sup> and that she would keep the Commission informed of the date as soon as it was set. Rick Maggert asked how many questions were on the test.

Mike Gutmann made a motion to adjourn the meeting and Alissa Blankenship seconded. The meeting adjourned at 5:40 p.m.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 4-23-09

  
\_\_\_\_\_  
Clayton Brown, Chairperson

  
\_\_\_\_\_  
Alissa Blankenship, Secretary

  
\_\_\_\_\_  
Bruce Hogston, Member

  
\_\_\_\_\_  
Michael Gutmann, Member

  
\_\_\_\_\_  
David Vollette, Member