

**MINUTES  
CIVIL SERVICE MEETING  
Thursday, July 23, 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. Meeting was called to order by Clayton Brown, Chairman.

Those present were Clayton Brown, Dave Vollette, Bruce Hogston, Mike Gutmann and Alissa Blankenship. Members absent: none. Also present from management were Elaine Barton, Human Resources Director, Fred Enderle, City Manager, Police Chief Bruce Jamison, Stacy Wall, Law Director.

**REGULAR CIVIL SERVICE MEETING**

**Approval of Minutes**

Bruce Hogston asked for a correction to the June 11, 2009 minutes. He said that he did not ask, *if we could do away with the written/essay version of the Fire Chief testing*. With that being removed from the minutes, Mike Gutmann asked if the next sentence should be removed, *Fred Enderle said he was perfectly fine with that*. It was agreed to strike that from the minutes also. Bruce made a motion to accept the minutes with corrections and Alissa seconded. Minutes were approved as amended.

**Date for Deputy Police Chief**

August 20, 2009 has been set for the written exam being administered to the Deputy Police Chief candidates at 3:00 pm in the Commission Chambers.

September 1<sup>st</sup> & 2<sup>nd</sup> has been scheduled for the assessment and interview portions of the promotional process.

Alissa Blankenship will observe the written test August 20, 2009. Bruce Hogston will observe the assessment.

**Stanard & Associates Proposal**

All commissioners reviewed the proposal from Stanard & Associates for Assistant Fire Chief and Captains promotional exams and assessment exercises. Bruce Hogston made a motion to accept Stanard's proposal and Dave Vollette seconded. Motion carried.

Elaine Barton stated that a date for the exams had not been set. The procedure is to advertise in the department, set a date, and allow time for sign up.

**Open Discussion**

Clayton Brown asked if anyone had anything else, and Bill Hogston asked where the Fire Chief testing stood. It was stated that it would be in the October timeframe. Mike Gutmann asked if it was necessary to fill the ~~Assistant~~ Chief position before the ~~Chief~~ *Asst. Chief*.

Elaine Barton mentioned that all of the Commissioner's should have received a letter regarding Kevin Ganger's promotion to Captain.

Jim Roth said he had a couple of points/questions. He questioned what Stanard meant in the proposal in Step 4 when they refer to [the assessors, chosen by the "Department"]. He wanted to know who Stanard was referring to by "Department". Fred Enderle said he would get clarification from Stanard as they have chosen the assessors in the past promotionals

Jim Roth also said that he wanted to clarify that in the June 11, 2009 minutes it states that he was concerned with people taking the test (just to make it competitive), and he wanted to make it clear that he was not concerned with the people taking the test.

Jim Roth said that he doesn't want to disrespect city personnel or the Civil Service Board. He respects Fred, but is concerned about city personnel sitting on the interview panel. He stated that it is unknown what kind of person(s) we will have in the future.

Clayton Brown asked if there was anything else and Mike Rindler asked if the format would be any different for the Fire Chief promotional test. Fred Enderle stated it would be the same as last time.

Jim Roth asked what was involved with Stanards assessment. Elaine Barton answered that there are many different exercises that they can chose from and it dependent on the position being tested for.

Bruce Hogston said that he sat through the last interview and wondered about the discussion amongst the interview panel when they were determining the score. He said that the Civil Service Board discussed not having the interview panel make a consensus, and that is exactly what they did. Fred Enderle said that the discussion was not intended for anyone to change his or her score, and no one did, it was only to make sure that no one missed anything.

Dave Vollette asked how many would be taking the Fire Chief exam and Fred Enderle said at this time he knew of two. Dave commented that the same problem could occur, with one not wanting the promotion. Fred said that no one, that isn't interested in being promoted, is going to test in the future.

Bill Hogston said that it happens because the <sup>higher rank doesn't</sup> ~~no one~~ wants the next rank to be promoted.

### Work Session

Elaine Barton asked if anyone needed a copy of the current civil service rules.

Alissa Blankenship stated that she was unclear on five points and began by asking:

#### "What is the responsibility of the board ?"

Fred Enderle said to oversee the tests and certify the eligibility lists.

Stacy Wall said the Bargaining Agreement is first and then the Civil Service Rules.

Bruce Hogston brought up the Fire Prevention test that was given as a separate test.

Stacy Wall said that the Arbitrator made a decision that it was not necessary to give a separate test for Fire Prevention Officer and that the transfer of Asst. Chief Rindler to shift was a management right .

**“What is the responsibility of the board ?” (continued)**

Fred Enderle said that the transfer (of AC Rindler) stands.

Bruce Hogston asked, “What do we do (as a board)? Give tests and approve lists.

Mike Gutmann asked how long ago a separate test was given for Fire Prevention Assistant Chief. It was stated that the test had been given in 2000. He stated that you couldn’t criticize something that happened in the past.

Bob Bloom stated that the Civil Service rules are supposed to follow the Ohio Revised Code.

Stacy Wall stated that this was a Charter City and the Charter is the governing document.

Dave Vollette questioned how the City’s Charter could differ (with the ORC).

Stacy Wall stated that the Charter was written a long time ago and a Charter City can have their own rules.

Bruce Hogston said that this board is also over the School Board, and this board doesn’t know anything that they do. Elaine Barton stated that she has asked them to provide information to the Civil Service Commission.

**Can we talk about Fire Chief Exam?**

Alissa Blankenship stated that two candidates took the test but only one passed (the written exam). How is that competitive? We certified a list with only one person.

Clayton Brown stated that certifying a list with only one person doesn’t seem right. He stated that it doesn’t make it competitive. He said that it has to be competitive, even if it means you have to step down to the next rank.

Bruce Hogston said, “Do away with points” They are going to the Assessment Center anyway.

Fred Enderle said that you could combine the scores of the written test and the Assessment Center and just have one final score.

Bob Bloom stated that the Assessment isn’t a pass or fail.

Jim Roth said that there isn’t any good answer, but he thought it would be good to do away with minimum passing score.

Mike Gutmann asked if the Civil Service Rules were collectively bargained?

Bill Hogston asked the Commissioners if they thought eliminating the minimum score would fix the problem?

Clayton Brown said that unless you go through the entire process (written and assessment) you couldn’t get a clear picture of the candidate.

Bruce Hogston said that he thinks the score should only be eliminated for the Chief.

Bruce Jamison clarified that prior to 1992 there was only a written test.

Mike Rindler said that all he asked was to go before a body to see if he was what the City Manager was looking for (in a Fire Chief).

Stacy Wall commented that the entire process needed to be looked at. A lot of money is spent on administering a test.

Fred Enderle stated that a score would be necessary for the Assessment Center if they were going to consider combining the scores

Stacy Wall said that every portion is important. She questioned, “Is it essential to pass each portion or have one final score?”

Bruce Hogston stated that he doesn’t know why you need a pass/fail score – the final score would be sufficient.

### **Can we talk about Fire Chief Exam? (continued)**

Alissa Blankenship questioned getting rid of minimum score and going to essay questions. Fred Enderle asked who would score the essay? Stanard is uncomfortable scoring an essay type test because it is subjective. Fred said an option would be to establish a panel to review and score essay questions.

Clayton Brown said that if you get away from a passing score, you still have to have some threshold.

Brent Pohlschneider said that his past experience with Stanard is that they don't intend to give a pass or fail score; they just want to see how each candidate goes through the panel.

### **Preservation of Rules**

Alissa Blankenship said that on Page 12 of the Rules it mentions keeping the documents in the Civil Service office. She asked if they (Civil Service Board) had one. Elaine Barton stated that there was a file cabinet in the basement that contained old records in it. Elaine also stated that other records were kept in a locked room as the cabinet and only HR, Law and CM had the key (to the room).

### **Should Civil Service Commission double-check spreadsheet?**

Alissa Blankenship mentioned that they are just given a spreadsheet with the scores after the test. She asked if the Civil Service Commissioners should double-check the scores and extra credit. Fred Enderle said that the responsibility of adding the extra credit, and transferring the scores from the testing center, can be delegated.

Bruce Hogston asked how do we know if the report we are given is correct.

Clayton Brown suggested spot-checking instead of checking all 97. He suggested picking three names off of the list and checking them.

Mike Gutmann commented that hopefully the applicant is diligent enough to double-check if something is incorrect.

Elaine Barton mentioned that she and her assistant check and double-check the scores. She also mentioned that a candidate had called in questioning why he didn't get extra points, and upon checking his packet, no documentation was attached. Elaine said that the Commissioners are certainly welcome to double-check the scores.

### **Changes to the civil service rules**

Dave Vollette asked when the rules could be changed and Bruce Hogston said that they couldn't be changed now (in the middle of the process). Elaine said that she doesn't see why you can't. This will effect how it is done for future chiefs. Dave Vollette said that he thinks the Commissioners should expedite any changes.

Clayton said that he is for a modification from the minimum score because the firefighters have already been through the process.

Dave Vollette again stated that the board needed to expedite the change(s).

**Changes to the civil service rules (continued)**

Mike Gutmann said that he doesn't believe they rules can be overhauled before October. Clayton Brown questioned, "Why can't we?" At least to eliminate the minimum passing score. Mike Rindler stated that change might be okay. Bruce Hogston made a motion to eliminate minimum score for the chief promotional test and Dave Vollette seconded. Before a vote was taken Stacy Wall said she would feel more comfortable reviewing the rules before this change was made.

Clayton Brown said the vote would be tabled until a legal opinion was given.


Stacy Wall also asked, would it still be competitive if second person takes written test, but doesn't want to go through assessment center. Clayton Brown asked her to give a legal opinion on eliminating minimum score, and determine what is "competitive".

The date of the next meeting was set for Thursday, August 13, 2009 at 5:00 p.m.

Meeting adjourned at 6:35 p.m.

PIQUA CIVIL SERVICE COMMISSION

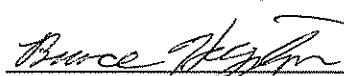
DATE APPROVED: 8/13/09



Clayton Brown, Chairperson




Alissa Blankenship, Secretary



Bruce Hogston, Member



Michael Gutmann, Member



David Vollette, Member