

**MINUTES  
CIVIL SERVICE MEETING  
Tuesday, September 29, 2009**

The Civil Service Commission met at 5:00 p.m. in the Municipal Government Complex Administration Conference Room, second floor, 201 W. Water Street, Piqua, Ohio. Meeting was called to order by Clayton Brown, Chairman.

Those present were Clayton Brown, Bruce Hogston, Mike Gutmann and Alissa Blankenship. Members absent: Dave Vollette. Also present from City of Piqua administration were Elaine Barton, Human Resources Director, Fred Enderle, City Manager and Bruce Jamison, Police Chief.

**REGULAR CIVIL SERVICE MEETING**

**Minutes from September 10, 2009**

Bruce Hogston made a motion to accept the minutes of September 10, 2009 and Mike Gutmann seconded. Motion passed unanimously.

**Civil Service Rules**

The Commissioners discussed the changes that were proposed to the Rules, which were mainly to omit the minimum score for the written portion of the test for the executive positions of Fire Chief and Police Chief only. The 70% minimum will remain as a cumulative score to be eligible to be placed on the eligibility lists for both positions.

Clayton Brown asked if there were any additional changes and Alissa Blankenship stated that the last sentence in the second paragraph of section 191.05 wasn't very clear (*No person shall be eligible to take a promotional examination, in either the Fire or Police Departments unless he/she has completed sixty (60) months of continuous service in that respective Department as a Firefighter/Paramedic or a Police Officer. In order to be promoted beyond the first promoted rank, a year in each grade must be completed in the lower rank. This may be waived if a competitive exam cannot be held because the next lower rank does not have at least two members with the time in grade who will take the test, but are in the grade that would normally be tested*). Elaine Barton explained that the wording in this sentence actually explains a situation that is occurring now. A captain that has less than one year in grade (rank) can still take the test but will not be eligible to be promoted until he has been in the position for one year.

Alissa Blankenship asked why the changes were made to the second paragraph of section A in 191.07 ((A). Written and Scored Examinations - All written, assessment, and other scored examinations shall be graded and the results certified to the Civil Service Commission. Written, assessment process, and other scored examinations shall be graded by statistical methods which proportions and converts individual scores on a scale where 100% represents the highest possible attainment and 70% represents the minimum acceptable score on the written examination. There will be no minimum acceptable score on any individual portion of the exam process for the positions of Fire Chief and Police Chief but cumulatively, the applicant must receive a 70% to be placed on the eligibility list.

*For police promotional examinations, the applicants with the six highest scores on the written examination will be scheduled for the assessment process examination*). It was noted that it was to keep the Civil Service Rules consistent with union contract language.

Mike Gutmann made a motion to adopt language on the draft and Alissa Blankenship seconded. Motion carried.

The next meeting was set for Tuesday, October 6<sup>th</sup> at 5:00 p.m. This meeting will be for the final approval of the rules as adopted at this meeting.

**Open Discussion**

The Commissioners discussed who would be observing the written test and Assessment Center for Fire Chief. Alissa Blankenship stated that she would be able to observe the Assessment Center on the 20<sup>th</sup> of October.

A request was made to have Stanard copy the Civil Service Board on the results. Elaine Barton stated that she would have the results forwarded to Clayton Brown.

Bruce Hogston asked if the Board could meet to rewrite the entire rules. Clayton Brown thought that rewriting sections, as they just did, was better than trying to rewrite the entire rules. Bruce Hogston stated that he just wants to verify that the rules match what is in the Charter and doesn't conflict with any ordinances.

Elaine Barton will send out a copy of Section 64 of the charter (which pertains to Civil Service) to all of the members.

Mike Gutmann moved to adjourn the meeting and Bruce Hogston seconded. Meeting adjourned at 5:35 p.m.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 10/6/09

  
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Clayton Brown, Chairperson

  
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Alissa Blankenship, Secretary

  
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Bruce Hogston, Member

  
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Michael Gutmann, Member

  
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David Vollette, Member