

**MINUTES  
CIVIL SERVICE MEETING  
Wednesday, November 11, 2009**

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

Those present were Clayton Brown, Bruce Hogston, Mike Gutmann, Alissa Blankenship, and Dave Vollette. Board Members absent: None Also present from City of Piqua administration were Elaine Barton, Human Resources Director, Bruce Jamison, Police Chief, and Mike Rindler, Fire Chief. There were also representatives from the police union and fire union.

**REGULAR CIVIL SERVICE MEETING**

**Minutes from October 23, 2009**

Bruce Hogston made a motion to accept the minutes of October 23, 2009 and Dave Vollette seconded. The motion passed unanimously.

**Assessment**

The rescheduled assessment for Assistant Chief and Captain in the Fire Department is December 8th through December 10<sup>th</sup>.

A discussion took place as to which board member could observe the assessments on each of these days, or whether it was necessary for a Commissioner to be present. Alissa Blankenship suggested the alternative of video taping the candidates to refer back to if something was ever challenged. Bob Bloom of the fire union felt that some candidates would not be comfortable with that.

Dave Vollette made a motion that at least one civil service board member be present to observe the candidates as they were being interviewed by the assessors. Bruce Hogston seconded. Mr. Vollette, Mr. Hogston, and Mr. Gutmann voted Yay, Mr. Brown voted Nay, and Ms. Blankenship abstained. Motion carried.

Dave Vollette or Bruce Hogston will observe on December 8<sup>th</sup> and December 10<sup>th</sup>. Alissa Blankenship and Mike Gutmann will split the observation on December 9th.

**Stanard and Associates Proposal**

Stanard and Associates proposal for administering the assessment center and interview process for the position of Police Lieutenant is approximately \$13,000.

Dave Vollette voiced concern about the tax-payers paying \$13,000 and then having the person selected decline the promotion.

Bruce Hogston suggested having the selected candidate pay money back for the test if they don't accept the promotion. He said that they know before they ever take the test that they aren't going to accept it.

Mike Gutmann made a motion to accept the proposal from Stanard and Associates and Clayton Brown seconded. Motion carried unanimously.

**Establish Date of Written Exam for Police Lieutenant**

Police Chief Bruce Jamison indicated that there will be a work schedule change on January 20<sup>th</sup> and he requested that the written exam for the position of Police Lieutenant be held prior to that date.

Elaine Barton suggested that the written exam be held on Wednesday, January 13, 2010. The company providing the test will be IPMA-HR. The cost will be substantially less for the written exam from this company.


Mike Gutmann made a motion to set the date of January 13, 2010 for the written exam for Police Lieutenant. Bruce Hogston seconded the motion. Motion carried unanimously. Clayton Brown asked that the commission members check their calendars to see who would be available to observe on January 13, 2010.

The next meeting date was scheduled for Tuesday, December 15<sup>th</sup> at 4:30 pm in order to establish the eligibility list for Assistant Fire Chief and Fire Captain. Meeting was adjourned at 5:20 p.m.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 12-15-09

  
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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