

**MINUTES  
CIVIL SERVICE MEETING  
Monday, December 12, 2011**

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, and Bruce Hogston. Also present from Piqua Fire Dept. was Brent Pohlschneider and from the Police Department was Bruce Jamison. Present from the City of Piqua administration was Elaine Barton, Human Resources Director, and Gary Huff, City Manager.

**REGULAR CIVIL SERVICE MEETING**

**Minutes from October 25, 2011**

Dave Vollette made a motion to accept the minutes of October 25, 2011 and Bruce Hogston seconded the motion. The Motion to approve the minutes passed unanimously.

**Police Promotional Test**

Elaine Barton stated that due to Allen Dock's retirement as Police Lieutenant on January 20, 2012, we need to give a promotional exam. Elaine solicited quotes and received the following:

Stanard	\$16,450 (Written exam, Assessment, and Oral Interview)
OACP	\$7,765 (Written exam, Assessment, and Oral Interview)
Ferrell Group	\$6,600 (Assessment and interview)
Ramsey & Assoc.	\$5,440 (Written and assessment)

Chief Jamison and Elaine Barton contacted OACP, regarding their quote for the written exam, assessment, and the oral interview. Both Chief Jamison and Elaine Barton feel confident OACP understands what we need and will do the closest to what Stanard has done in the past.

Chief Jamison talked to other departments that have used Stanard and OACP and feels confident that we can work with OACP.

Elaine Barton said she'd like to give the individuals who sign up for the test at least 45 days to study so the earliest they'd be able to offer the test is the end of February.

Dave Vollette made a motion to accept the recommendation of the Chief of Police and HR Director and authorize OACP to give the promotional exam and Alissa Blankenship seconded the motion. The Motion to accept the recommendation of OACP for the promotional exam passed unanimously.

Elaine Barton stated that she would contact Craig King from OACP tomorrow. The lead assessor will meet with the City of Piqua in January.

Dave Vollette asked how many would be taking the exam. Elaine Barton indicated that 14-15 are eligible but doesn't know how many will sign up to take the exam.

**Other Business**

Bruce Hogston asked if the opening on the board was going to be filled. Elaine Barton said they haven't had many applicants.

Gary Huff stated that the City will be offering a Citizens Academy and that usually produces some candidates.

Brent Pohlschneider was present and was asked by the Fire Chief to request an entry level test for firefighters. He said this because of a pending retirement and the possibility of two firefighters going on medical disability.

Bruce Jamison said he does not have an entry level test budgeted for 2012 and Elaine Barton said it may be advisable to wait until we actually have an opening.

**Adjournment**

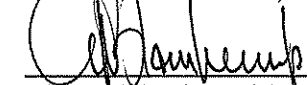
Dave Vollette made a motion to adjourn the meeting at 5:35 pm, Alissa Blankenship seconded and the meeting was adjourned.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 3/1/12

  
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Michael Gutmann, Chairperson

  
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Alissa Blankenship, Secretary

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Bruce Hogston, Member

  
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David Vollette, Member

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Vacant, Member