

**MINUTES**  
**CIVIL SERVICE MEETING**  
**Tuesday, February 4, 2014**

The Civil Service Commission met at 4:00 p.m. on February 4, 2014 in the Administrative Conference Room, Municipal Government Complex, second floor, 201 W. Water Street, Piqua, Ohio.

Commission members present were Mike Gutmann, Alissa Blankenship, Stu Shear and Evelyn Mahrt. Bruce Hogston was absent. Also present were Elaine Barton, Human Resources Director, Bruce Jamison, Police Chief, Mike Rindler, Fire Chief, and Robert Bloom from the Fire Department.

**REGULAR CIVIL SERVICE MEETING**

Mike Gutmann called the meeting to order at 4:05 pm.

**Approval of Minutes**

Alissa Blankenship made a motion to approve the minutes from the December 9, 2013 meeting. All approved.

**Promotional test**

Elaine Barton stated that two proposals were received for the promotional test(s) for Assistant Fire Chief and Fire Captain. Proposals were received from Ohio Fire Chiefs' Association (OFCA) and Stanard. Stanard was \$18,250 and Ohio Fire Chiefs' Association was \$16,500.

Chief Rindler preferred to use the Ohio Fire Chiefs' Association and gave his reasons. He stated that their assessors are trained before they come for the assessment center and they provide a profile of each candidate's strengths and weaknesses. He also received a good reference from Fire Chief Jones of Sidney on the OFCA.

Mike Gutmann asked how many candidates would be taking the test. Mike Rindler said there is potentially fifteen (15) to take the Fire Captain exam and three (3) that would be eligible to take the Assistant Fire Chief's test.

Evelyn Mahrt stated she had been on an Assessment team before and it takes about a week to get acclimated to the procedure so she agrees with using the OFCA.

Alissa Blankenship questioned if the assessors from the OFCA would know anyone? Chief Rindler said it is possible but the OFCA would ensure that no one had an unfair advantage.

Mike Gutmann asked if the union was okay with using OFCA and Bob Bloom said that they were.

Mike Gutmann asked if there was a motion and Stu Shear made a motion to accept OFCA's proposal for the promotional exam. Evelyn Mahrt seconded the motion. The motion carried.

Elaine Barton said that she couldn't give the Civil Service Commission an exact date for the written test but would like to give the candidates at least 60 days to study. Elaine Barton stated that the test would take place by the end of April. Chief Rindler said that he wants to look at the vacation schedule.

Mike Guttmann asked if the testing would be split up or given the same day. He asked if any person was eligible to take both tests. Bob Bloom said the only way would be if two people didn't sign up for Assistant Fire Chief's promotional exam. Elaine Barton agreed stating that the exam has to be competitive.

Alissa Blankenship asked when the anticipated retirement was going to take place. She wanted to make sure the list would still be good. Chief Rindler said that Mike Peltier plans to retire in January 2015 so it would be within a year.

**New Business**

Mike Guttmann asked if anyone had any other questions. There were none. He asked if there was any other business. There was none.


**Adjournment**

Mike Guttmann adjourned the meeting at 4:25PM.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 4/22/14

  
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Michael Guttmann, Chairperson

  
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Alissa Blankenship, Secretary

  
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Bruce Hogston, Member

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Stu Shear, Member

  
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Evelyn Mahrt, Member