

**MINUTES  
CIVIL SERVICE MEETING  
Tuesday, April 22, 2014**

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

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

**REGULAR CIVIL SERVICE MEETING**

Mike Gutmann called the meeting to order at 4:00 pm.

**Approval of Minutes**

Evelyn Mahrt made a motion to approve the minutes from the February 4, 2014 meeting and Alissa Blankenship seconded. All approved.

**Review of Promotional written test**

There were three Captains that took the promotional test for the Assistant Chief and there were twelve firefighters that took the Captains test.

Alissa Blankenship observed the written test and said it went very well.

Chief Rindler said the only comments that he heard were that in the past the test listed specific chapters and secondly there were questions that weren't relative to a small town like Piqua when they referenced high-rise buildings. However the test followed the recommendation of the OFCA.

The identifying numbers of the candidates were matched with their scores from the written test. All three Captains who took the test are eligible to move on to the assessment center and ten of the firefighter/paramedics who took the written exam are eligible to move on to the assessment center.

**Assessment center**

There will be an orientation on Sunday, April 27th for the Assessment Center to at the Fire Department. The Captains will be at 4:00PM and the Assistant Chief's will be at 5:00PM. The Assessment Centers will take place at the Ft. Piqua Plaza.

Bruce Hogston will observe the Assessment exercises on Monday, April 28<sup>th</sup>. Evelyn Mahrt will observe the Assessment exercises on Tuesday, April 29th and Wednesday, April 30th. All of the candidates will be filmed.

Since the assessment exercises will be held in four different rooms, Bruce Hogston asked the firefighters that were present if they were okay with a Civil Service Commissioner only being able to observe one exercise. They said they were. Alissa Blankenship stated that she likes the fact that each exercise will be filmed. The lead assessor is Keith Larson. Elaine Barton stated that the assessors are experienced and have been part of many assessment centers.

**Extra Credit**

There were two issues that needed to be clarified by the Civil Service Commission. One is what date seniority points are calculated and the other is for issuing seniority points for prior service earned somewhere other than Piqua. Since these two issues were not clarified in the Civil Service Rules, the Law Director for the City of Piqua, Stacy Wall, submitted an opinion regarding prior service, which stated in part, "Since there is no local rule defining years of service for purposes of calculating seniority for credit

given in a promotional examination, the Ohio Revised Code governs. Section 124.45 has been interpreted as allowing prior years of **full-time** service for purposes of calculating service. Therefore, in the most recent promotional examination given for the fire department, any prior years of **full-time** service at another fire department should be counted towards the seniority credit. Half credit is given for half year's **full-time** service at another department”.

The question as to the date that the seniority points are calculated was discussed by the Civil Service Commission. They discussed several dates including the date of the announcement, the date of the written test, and the date of the assessment center.

Mike Gutmann stated that the date must be consistent. A discussion took place as to which date would be less likely to be effected by outside factors such as people's schedules.

Mike Gutmann thought it should be the date of the announcement. The other members of the Commission agreed as this would be a date that would not change based on other factors.

Mike Gutmann called for a motion on giving credit for prior service since this was more straightforward. A motion was made by Alissa Blankenship and Evelyn Mahrt seconded. The motion carried.

On the issue of which date to calculate seniority date, a motion was made by Alissa Blankenship to use the Posting/Announcement date of the test. Bruce Hogston seconded the motion. The motion carried.

Chief Rindler asked if these motions would be applied to the current test to which the response was yes that the issue of seniority credit would be applied as stated in the two motions.

**New Business**

Mike Gutmann asked if anyone had any other questions. Chief Rindler said that an eligibility list will need to be established for entry level firefighter/paramedic in the near future. Elaine Barton will check into administering the test through the National Testing Network as was done for Police.


**Adjournment**

Bruce Hogston made a motion to adjourn the meeting and Evelyn Mahrt seconded the motion. The meeting was adjourned at 5:00 p.m..

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 5-13-14

  
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Michael Gutmann, Chairperson

  
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Alissa Blankenship, Secretary

  
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Howard B. Hogston, Member

  
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Evelyn Mahrt, Member

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Stu Shear, Member