

**MINUTES  
CIVIL SERVICE MEETING  
Monday, March 23, 2015**

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.

Members present were Mike Gutmann, Alissa Blankenship, and Stu Shear. Evelyn Mahrt was absent. Also present were Elaine Barton, Human Resources Director, Mike Rindler, Fire Chief, and Bruce Jamison, Police Chief.

**REGULAR CIVIL SERVICE MEETING**

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

**Approval of Minutes**

Alissa Blankenship moved to approve the minutes from the January 15, 2015 meeting. Stu Shear seconded the motion. All were in favor and the motion carried.

**Police Eligibility List**

Elaine Barton stated that 186 candidates submitted their scores to Piqua from the National Testing Network. Of those, 146 passed with a 70% or above and 115 of the passing candidates, submitted their application and required documents. Elaine Barton noted that a detective from the Police Department reviewed the DD214s and determined who met the military criteria to receive extra credit. Stacy Wall, Law Director, clarified the wording and stated that the applicants currently serving in the military are eligible for extra credit. Mike Gutmann suggested using a form with check boxes to put with future announcements clarifying military credit.

Elaine Barton distributed three lists to the Civil Service Commission members. The first list had all the candidates that passed with a 70% or above. The second list had the candidates listed that passed the test and also submitted an application. The third list had the scores with the Military credit added on.

The Police Department has the "rule of the list" so the list was established with 115 candidates.

The Civil Service Commission members reviewed the list. Mike Gutmann asked if anyone had any issues. Alissa Blankenship said that she had reviewed the list several times prior to the meeting, and had no issues with it. No one else did either.

Alissa Blankenship moved to approve the entry level Police list. Stu Shear seconded the motion. All were in favor and the motion carried.

Chief Jamison stated that the Police Department will potentially hire six to eight people.

### **Police Promotional Test**

The written exam will be administered on May 13<sup>th</sup> from 3 - 5:30pm. Alissa Blankenship will represent the Civil Service Commission. The six people who score the highest on the written test will move onto the assessment and interview sessions which will be held on May 27 and 28, 2015.

The panel interview will consist of five members. Already established on the panel are Bruce Jamison, Dean Burch, Cynamyn Williams, and Elaine Barton. Recommendations for a fifth member were made and Bruce Jamison will make contact with that candidate.

A discussion took place to determine if the Commissioners wanted to witness the Assessment portion of the test on May 27, 2015. Stu Shear noted that he would be available.

The Commissioners discussed the use of numbers versus names to identify the person taking the test. The rules were reviewed and it was confirmed that a number has to identify the person who takes the test. The Commissioners agreed to changing the rules to use names only for the next Police Promotional Test.

The Civil Service Commission will plan to meet the week of May 18, 2015 to identify the top six candidates.

### **Other Business**

Chief Rindler stated that he will work on how to increase the number of candidates who take the next entry-level Fire exam. He is considering whether to remove the FF2/paramedic requirement.

Elaine Barton stated that three candidates were just hired as firefighters.

Bruce Jamison said that the National Testing Network is only getting stronger and noted several departments that have started using them. Sinclair is going to become a testing center.

**Adjournment**

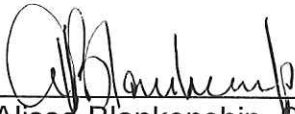
The meeting was adjourned at 4:50 pm.

PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 6/15/15



Michael Gutmann, Chairperson



Alissa Blankenship, Secretary



Stu Shear, Member



Evelyn Mahrt, Member