

**MINUTES  
CIVIL SERVICE MEETING  
Wednesday, March 29, 2017**

The Civil Service Commission met at 4:30 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, and new member Richard Feightner.

Absent Board members: Mary Frances Rodriguez and Stu Shear were excused.

Also present were Elaine G. Barton, Human Resources Director, Brent Pohlschneider, Fire Chief, and Bruce Jamison, Police Chief.

**REGULAR CIVIL SERVICE MEETING**

Mike Gutmann called the meeting to order at 4:30 pm.

**Approval of Minutes**

Alissa Blankenship moved to approve the minutes from the February 16, 2017 meeting. Richard Feightner seconded the motion. All were in favor and the motion carried.

**Eligibility List for Entry Level Police Officer**

Elaine Barton said that there were 80 names on the new list for Entry Level Police Officer. All of the candidates on the list submitted their scores to the City of Piqua through the National Testing Network, and the documents the City of Piqua requires. The Police Department goes by the rule of the list so all 80 applicants are on the eligibility list. Elaine Barton stated that they are hiring two officers.

Chief Jamison indicated that the number on the list is due to the hard work of Deputy Chief Tom Steiner. Deputy Chief Steiner reached out on social media, made college visits, and let candidates know that minorities were encouraged to apply.

Elaine Barton said that Sinclair is now a testing center for police officers as well. Richard Feightner asked if most of the applicants were from in town and Chief Jamison replied, "No, our number one candidate on the list is from North Carolina".

Alissa Blankenship moved to approve the eligibility list for entry level Police Officer and Richard Feightner seconded the motion. All were in favor and the motion carried.

**Proposed Changes to Civil Service Rules**

Elaine Barton said that the first change being proposed is on page six of the Civil Service Rules (191.03 (C) 2 – removed "Each applicant must be a citizen of the United States"). Chief Bruce Jamison received a letter from the Ohio Attorney General with a warning that departments should not discriminate based on the applicant's citizenship. The Ohio Attorney General says that an applicant doesn't have to be a citizen of the United States to work in a public safety job.

Chief Jamison said that since the language (must be U.S. citizen) was in the Civil Service rules that he wanted to make sure our rules are in compliance. Mike Gutmann questioned whether you were even allowed to ask an applicant if they were a citizen and Elaine Barton stated that the application includes a question as to whether or not the applicant is eligible to work in the United States and not if they are a citizen.

The next proposed change is on page nine of the rules (191.03.03 (E)). The Fire Department would like to change from just having the top ten scoring candidates on the eligibility list to using the "Rule of the List". This is how the Police Department currently selects entry level candidates.

Chief Brent Pohlschneider said when you only have ten names on the list, and one or more candidates don't show up for the interview, you can be left with a short list. Mike Gutmann asked if the Union was okay with this change and Chief Pohlschneider said that he received an email from the Union President, Clete Hawk, that said that they were fine with the change.

Alissa Blankenship asked if the paragraphs could be combined now since the way the lists are being reviewed by Police and Fire are going to be the same (note - language was changed for the firefighter eligibility list to mirror that of the police officer eligibility list thus eliminating two separate paragraphs on this matter). Mike Gutmann asked if the Commission needed to vote today. Elaine Barton said that she would make the final changes and send the rules back out for final review. The Commission could make the final approval when they meet again to approve the Firefighter applicant packet.

Elaine Barton said that one firefighter is getting ready to retire so the Civil Service Commission will need to meet again soon to approve the application packet for entry level Firefighter.

Mike Gutmann asked if the Firefighters had a National testing like the Police do and Elaine confirmed this. Chief Pohlschneider will do the same sort of recruiting through social media that the Police Department did.

### **New Business**

There was no other business to discuss.

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**Adjournment**

The meeting was adjourned at 4:50 p.m.

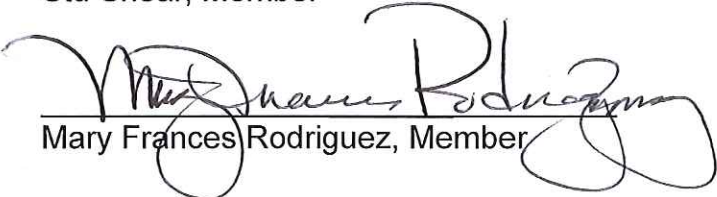
PIQUA CIVIL SERVICE COMMISSION

DATE APPROVED: 4/27/17

  
\_\_\_\_\_  
Michael Gutmann, Chairperson

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Alissa Blankenship, Secretary

  
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Stu Shear, Member

  
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Mary Frances Rodriguez, Member

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Richard Feightner, Member