



## MINUTES OF THE SPECIAL CIVIL SERVICE COMMISSION MEETING

TUESDAY, APRIL 12, 2022

Members Present: Susan Figler, Chair  
Tim Fenwick, Vice Chair  
Rainy Boucher

Members Absent: None

Also Present: Debra Bennington, Civil Service Clerk  
Mark Stone, Fire Chief  
Jeffrey Film, Chief of Police  
Bryan Snavelly, Police Captain

### I. CALL TO ORDER

Ms. Figler called the special Civil Service Commission meeting of April 12, 2022 to order at 8:00 a.m. and Ms. Bennington called the roll.

### II. NEW BUSINESS

#### A. On-Line Testing Protocols

A discussion was held to establish the weighting of scoring parameters for the on-line examination through National Testing Network (NTN) for Police Officer and Firefighter. It was decided that for this examination the percentage weight would be equally split among the parameters [Police Officer: 4 parameters, 25% each; Firefighter: 5 parameters, 20% each]. Access to NTN's test scores would be limited to the Civil Service Clerk.

A discussion was then held to determine who could access applications through PoliceApp and FireApp. It was decided the Fire Chief, Police Chief, Police Captain, and Civil Service Clerk could access applications as they are submitted. After the Eligibility List is certified, other department staff had permission to access.

### III. ADJOURNMENT

The meeting adjourned at 8:53 a.m.

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Susan Figler  
Chair, Civil Service Commission

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Debra Bennington  
Civil Service Clerk

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