



## MINUTES OF THE SPECIAL CIVIL SERVICE COMMISSION MEETING

WEDNESDAY, MARCH 4, 2015

Members Present: Tim Fenwick, Vice Chairman  
Susan Figler

Members Absent: Clayton Morris, Chairman

Also Present: Debra Bennington, Secretary, Civil Service Commission  
Jeffrey Film, Chief of Police  
Mark Stone, Fire Chief  
Jason Hartman, Fire Lieutenant

### I. CALL TO ORDER

Mr. Fenwick called the special Civil Service Commission meeting of March 4, 2015 to order at 8:30 a.m.

### II. APPROVAL OF MINUTES

#### Motion:

Mr. Fenwick moved and Ms. Figler seconded to approve the minutes of February 11, 2015 as submitted.

Yes Votes: Fenwick, Figler

No Votes: None. The motion carried.

### III. OLD BUSINESS:

None.

### IV. NEW BUSINESS

#### A. ENTRY-LEVEL EXAMINATION – POLICE OFFICER

The Commission reviewed a summary and proposals submitted by Daniel T. Clancy & Associates and Ramsey & Associates (a copy of which is attached to the original minutes). Mr. Fenwick stated the cost was basically the same; however, when adding in mileage for Clancy & Associates it may make their cost a little more. Mr. Fenwick asked Chief Film if he had a preference; Chief Film responded he did not and stated they have been happy with both agencies and could go with either one. Ms. Figler stated Ramsey & Associates administered the 2014 examination; Chief Film commented it went smoothly.

Motion:

Mr. Fenwick moved and Ms. Figler seconded to approve the RFP and retain Ramsey & Associates.

Yes Votes: Fenwick, Figler

No Votes: None. The motion carried.

B. FIRE CAPTAIN PROMOTIONAL EXAMINATION

Chief Stone stated he met with the Labor-Management Committee on February 17, 2015 and they had no issues with the current status of the test. They were comfortable with the bibliography and weight, and were unanimous with us proceeding. Their concern was that weights, bibliography, years of service, and different requirements to take the test would change over the years and they would like it to be concrete and steady and not change all the time.

Mr. Fenwick asked where we stood with the testing dates; Ms. Bennington replied the written examination was scheduled for May 11, 2015 and the assessment center was scheduled for May 30, 2015.

Jason Hartman asked if a candidate applied during the previous posting would they need to reapply. Chief Stone stated he thought they should and the Commission agreed. Ms. Bennington was requested to make this clear when the examination announcement was reposted.

V. ADJOURNMENT

The meeting adjourned at 8:36 a.m.

---

Tim Fenwick  
Vice Chairman, Civil Service Commission

---

Debra Bennington  
Secretary, Civil Service Commission

db

\\Ccss\Common\Service\BENNINGTON\Civil Service\Commission Meetings\2015\Minutes\03-04-15.doc