

CIVIL SERVICE COMMISSION

July 18, 2017 Meeting Minutes

ROLL CALL - Members present for the meeting were Martin Schreiber, Tyrone Parker and Alternate Sherry Paup. Also present were Planning & Zoning Administrator Michelle Reddick and Chief Francis Wheatley.

CALL TO ORDER – The meeting was called to order at 7:00 p.m. by Martin Schreiber.

APPROVAL OF MINUTES – Motion by T. Parker, seconded by S. Paup and unanimously carried to approve the minutes of May 8, 2017 as presented.

REVIEW RESULTS OF PROMOTION TEST – The Board was advised that the testing process approved by the Board of Commissioners was followed. Chief Wheatley explained that the announcement for the position of corporal was made on March 24, 2017, and there were three (3) officers who applied. The written test was administered on June 28, 2017. He noted that there were five (5) books involved, and the officers had three (3) months to read and study the books. He reported that all candidates passed, and the average scores was 84 percent. The oral interviews were conducted on July 12, 2017, and the chiefs that conducted the interviews were impressed with the commitment the officers have to the agency. In response to a question from M. Schreiber, Chief Wheatley advised that the oral interview board did ask the candidates the same questions. A motion by T. Parker, seconded by S. Paup and unanimously carried to present the list to the Board of Commissioners in the following order: #1 – Albert Werner; #2 – Jason Zoski; and #3 – Lawrence Hanna. Chief Wheatley advised that assigning the chief points to the candidates was the hardest part of the process. He noted that the letters assigning the points were written and submitted to the Township Manager in a sealed envelope.

CREATION OF NEW ELIGIBILITY LIST – The Board reviewed the results of the written and physical test for Officers. Motion by M. Schreiber, seconded by T. Parker and unanimously carried to approve and certify the scores to the Board of Commissioners.

SELECT DEADLINE FOR RECEIVING APPLICATIONS - M. Schreiber advised the next step would be to send out applications to all those applicants who qualified. Chief Wheatley advised we are competing with six (6) other departments and recommended that we at least send out the short applications. Motion by M. Schreiber, seconded by T. Parker and unanimously carried to instruct Township staff to assist with the task aid in order to create eligibility list including sending out applications and letters. Chief Wheatley advised that we do have one officer in the DROP program and one officer who was fired and then given his job back. He further advised that we hired two (2) officers off the last list; however, one got cut back to part-time. Therefore, we could reinstate the officer who was cut back to part-time to full-time if we lose an officer. Motion by T. Parker seconded by S. Paup and unanimously carried to set September 1, 2017 as the deadline for the officers to return their applications.

AUTHORIZE TOWNSHIP STAFF TO PERFORM 4.3.1 THOROUGH 4.5 - Motion by M. Schreiber seconded by T. Parker and unanimously carried to authorize Township staff to perform 4.3.1 through 4.5.

SELECT OFFICERS TO ADMINISTER THE ORAL EXAMS - Chief Wheatley advised that he believes it is not necessary to select oral examiners at this time. However, if the Board is so inclined to do so, he would recommend that the new corporal, if appointed, sit as an oral examiner. He further advised that typically there are members from the police department hiring that would sit on the oral examination board. T. Parker advised that he has never personally sat on an oral board, but knows that there are typically officers from the hiring department who sit on the oral board. Motion by M. Schreiber seconded by T. Parker and unanimously carried to appoint Chief Wheatley, the newly appointed corporal and the Officer-in-Charge or most senior officer, as the oral examiners for entry level position.

Chief Wheatley advised members of the Board that the results of the corporal test are not for public knowledge.

COMMUNICATIONS AND REPORTS – **Next Meeting Date** - The Board agreed that Tuesday, October 3, 2017 at 7:00 pm would be the next meeting date.

ADJOURNMENT – Motion by T. Parker, seconded by S. Paup and unanimously carried to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Michelle Reddick, Planning & Zoning Administrator