

MINUTES OF THE WORKSHOP SESSION OF THE  
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, July 28th, 2020

I. Work Shop Session

A workshop session was held by the Civil Service Commission members with Fire Chief Rick Kane, to finalize planning for conducting entry-level firefighter testing for potential candidates. The session was held at the office of Chief Kane, located in the Manheim Township Fire Rescue facility, 200 East Oregon Road, Lititz, PA

II. Call to Order / Roll Call

The work shop session commenced at 1:04 P.M., with the following "CSC" members present: Civil Service Commission Chairman Jon Singer, Vice Chair Marsha DiBonaventuro, and Secretary Doug Schmuckle. Also in attendance were Manheim Township Fire Chief Rick Kane, and invitee Tim Ponessa.

III. Old Business

It was noted recommended changes were made to several of the "CSC" policy Rules and Regulations guidelines regarding Fire Rescue Department applicants. These changes to the "CSC" guidelines were adopted and formally approved by the Manheim Township Board of Commissioners at their July 13<sup>th</sup>, 2020 meeting; under Resolution 2020-82.

Fire Chief Kane also confirmed the publication of the following announcements:

A public announcement was made July 15<sup>th</sup>, 2020; and posted on the Manheim Township website as well as other social media outlets; regarding the desire to create an eligibility listing of potential candidates for possible full or part-time firefighter/EMT positions. Completed applications for consideration for this eligibility listing will be received until July 28<sup>th</sup>, 2020. An application packet was included in announcement information. Based on acceptable applications received, Chief Kane will order the required number of test materials from supplier, Stanard & Associates, Inc.

Testing schedule for possible entry-level firefighter position(s) are as follows:

August 1<sup>st</sup> 2020 -- Written Test

September 17<sup>th</sup>, 2020 -- CPAT Timed Practice

September 24<sup>th</sup>, 2020 -- CPAT Timed Practice

October 3<sup>rd</sup>, 2020 -- CPAT Final Test Day ( if needed )

A public announcement was also made July 22<sup>nd</sup>, 2020 and posted on the Manheim Township website, as well as other social media outlets; regarding MTFR Department's desire to hire an individual to fill the newly-created position of Fire Marshal. Applications will be accepted until August 14<sup>th</sup>, 2020. The Manheim Township website includes a link to the required Application Packet to be completed for consideration to this position. Updates on number of interested applicants to be reviewed at future "CSC" meetings.

IV. New Business

Chairman Singer expressed concerns regarding COVID-19 health and safety measures to be taken for the protection of all participants and applicants taking testing on August 1<sup>st</sup>, 2020.

Chief Kane reviewed steps to be implemented throughout testing room, in order to maintain personal hygiene safety for all instructors and test applicants. Sanitation procedures will be evident during testing, social distancing measures will be observed, reduced maximum room count population will be implemented, as well as face-covering mask requirements to enter test facility.

V. Adjournment

Having reviewed and addressed all concerns regarding the steps to be implemented for testing room sanitation of the firefighter test facility; the workshop session was adjourned at 1:44 P.M., July 28<sup>th</sup>, 2020.

Respectfully Submitted,

Douglas L. Schmucke

Secretary – Civil Service Commission