

MINUTES FOR MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, July 7th, 2020

Special Session

A special session of the Civil Service Commission (“CSC”) was held at the Manheim Township Fire Rescue facility, to address a request made by Fire Chief Rick Kane on June 30th, 2020; relating to proposed changes to the current Civil Service Commission ‘Rules and Regulations’, as they apply to the Manheim Township Fire Department.

I. Call to Order / Roll Call

Chairman Singer called the CSC meeting to order at 1:34 P.M., with the following CSC members present: Civil Service Commission Chairman Jon Singer, Vice-Chairman Marsha DiBonaventuro, and Secretary Doug Schmuckle. Also in attendance Manheim Township Fire Chief Rick Kane.

III. Approval of Previous Minutes

It was moved and seconded, the minutes of the June 2nd, 2020 meeting approved as written. Unanimous approval vote.

IV. Old Business

No old business to review.

V. New Business

Fire Chief Kane reviewed the proposed changes to the current ‘CSC’ Rules and Regulations guidance policy, as they relate to the Fire Department. A review of the changes are as follows:

Section 5.01 – Age Requirement – This request changes the minimum age from 21 years of age, to 18 years of age for entry-level testing for firefighters. This lower age requirement coincides with our new process where the Township Fire Department can hire fulltime firefighters with no prior training, and send them to a municipal fire academy for their training credentials.

Section 5.04 – Qualifications – This change request will now allow for a conditionally appointed fire fighter who has not successfully completed a municipal fire academy program, and/or does not possess a current and valid Emergency Medical Technician certification; be registered for training and certification by the Fire Rescue Department with the municipal fire academy of the Department’s choice. Manheim Township will be responsible for the cost and expense of such training. Failure to successfully complete the required course or obtain the required certification by the candidate; will result in the lapse of his or her conditional appointment.

Section 5.06 – General Qualifications for Promotion of Fire Fighters – This change request is made to replace the title of “Technician”, and rename the position to “Lieutenant”. This renamed position will still be the first step in the promotion process within the Department, and will NOT be an additional personnel position.

Another change request to Section 5.06 of the Rules and Regulation guidelines of the Civil Service Commission, is that of a new, and previously budgeted position, of Fire Marshal. This

position would act to review businesses with the Township, to ensure they meet all Fire and Life safety Inspection market code fire regulations. Applicants for the Fire Marshal position must have a minimum of two (2) years of service with the Fire Rescue Department, OR four (4) years of service as a firefighter, fire marshal, assistance fire marshal, or combination thereof, with an equivalent organization. The applicant must also have successfully completed several levels of Incident Command System training, and received a satisfactory job evaluation for the previous year.

Applicants for the position of Fire Marshal will also be required to successfully obtain their Fire Inspector License from the Pennsylvania Department of Labor & Industry. Failure to complete the required course training and certification will result in the lapse of the applicant’s conditional appointment.

After discussion of each proposed change, Chairman Singer asked for adoption of these changes to the Civil Service Commission ‘Rules and Regulations’. Motion to APPROVE all changes was presented, and seconded. Unanimous member vote of APPROVAL for all proposed changes.

Fire Chief Kane will have the Township Labor Attorney prepare a Resolution for these changes, to be presented to the Manheim Township Board of Commissioners at their next Board meeting.

VI. Adjournment

Having no further business, CSC Commission Chairman Singer called for adjournment of the meeting at 2:58 P.M.

Respectfully Submitted,

Douglas L. Schmuckle

Secretary – Civil Service Commission