

MINUTES OF THE SPECIAL SESSION MEETING OF THE
MANHEIM TOWNSHIP CIVIL SERVICE COMMISSION

Tuesday, August 18th, 2020

I. Special Session

A special session of the Civil Service Commission members was held to review test results for applicants seeking entry-level positions within the Manheim Township Fire Rescue Department. Determination to be made regarding which applicants qualify for physical agility testing (CPAT), based on scoring of initial written testing qualifications. The session was held at the office of Chief Rick 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 and Secretary Doug Schmuckle. Also in attendance was Manheim Township Fire Chief Rick Kane. Vice Chair Marsha DiBonaventuro was excused.

III. Approval of Previous Minutes

Minutes from both the July 7th, 2020 and July 28th, 2020 Civil Service Commission meetings were reviewed. It was moved and seconded to approve the minutes as recorded. Unanimous approval vote.

III. Old Business

Chairman Jon Singer noted changes made to the Civil Service Commission “Rules and Regulations” were adopted and approved by the Manheim Township Board of Commissioners at their July 13th, 2020 meeting. Updates and changes to the following Sections were adopted and approved – (Section 5.01, Section 5.04, and Section 5.06).

Chief Kane presented to Commission members the ranked scoring (Pass and Fail) for the list of applicants taking the written test for entry-level fire-fighter positions; based on grading completed by test originator Stanard & Associates, Inc. “CSC” Commission members confirmed additional point totals added to appropriate applicant scoring, based on review of valid Form 214 submitted by applicant prior to testing (see: Veterans’ Preference Act, Act of August 1st, 1975)

Per “CSC” Commission policy, all applicants were notified of their written test results, with a ‘Preliminary List – Not Certified’ document of the written test results posted at the Manheim Township Municipal Building, 1840 Municipal Drive, Lancaster, PA 17601.

Based on written test results, applicants will be invited to participate in the Candidate Physical Agility Test (CPAT), to be conducted on the following dates:

September 17th, 2020 – CPAT Timed

September 24th, 2020 – CPAT Timed

October 3rd, 2020 -- CPAT Final Test Day

A “CSC” Commission member will be present each of these days to verify applicant testing.

IV. New Business

A public announcement was made dated July 22nd, 2020, and posted on the Manheim Township website, as well as other social media outlets; regarding MTRF Department’s desire to hire an individual to fill the newly-created position of Fire Marshal. Applications were accepted if post-marked by August 14th, 2020. Chief Kane indicated a total of 68 applicants had so far expressed interest in this newly-created position within the Manheim Township Fire Rescue Department.

As indicated in the Fire Marshal Application Packet, applicants most closely meeting the experience, training, and educational preferences indicated for this position; will move through an oral panel review, background check, physical examination, and driver’s license check. A non-competitive civil service examination will be administered to the final candidate, and will require a successful passing score to receive an offer for the position. Expectation is to have the successful candidate selected by the end of September 2020.

V. Adjournment

Having no further business to review, Chairman Singer adjourned the meeting at 2:09 P.M. August 18th, 2020.

Respectfully Submitted,

Douglas L. Schmuckle

Secretary – Civil Service Commission