

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

Tuesday, September 22<sup>nd</sup>, 2020

I. Public Session

Meeting held by the members of the Civil Service Commission, to review progress made with physical agility testing of entry-level firefighter applicants; and discuss the development, grading, and administration of the written test to be given to the final chosen candidate for the position of Fire Marshal within the Manheim Township Fire/Rescue Department. The session was held at the office of Manheim Township Fire Chief Rick Kane, located in the Manheim Township Fire Rescue facility, 200 East Oregon Road, Lititz, PA

II. Call to Order / Roll Call

Session called to order by Chairman Jon Singer at 11:03 A.M., with the following Civil Service Commission ("CSC") members present: Chairman Jon Singer, Vice Chair Marsha DiBonaventuro, and Secretary Doug Schmuckle. Also in attendance, Manheim Township Fire Chief Rick Kane. Excused from meeting was alternate CSC member Tim Ponessa

III. Review / Approval of Minutes

Previous minutes from the July 28<sup>th</sup>, 2020 Civil Service Meeting were reviewed, and a motion made to accept minutes as written. Motion was seconded, and a unanimous vote by members to approve the previous meeting minutes from the July 28<sup>th</sup>, 2020 meeting.

IV. Old Business

Chief Rick Kane reviewed the number of applicants who had taken the Candidate Physical Ability Test ( CPAT ) during the first of two scheduled 'timed practice' sessions. A total of 46 applicants were chosen to take the physical agility test, based on their ranking of written test scores previously given on August 1<sup>st</sup>, 2020. Of the total applicants ( 46 ) invited to take the CPAT test, thirty-nine ( 39 ) candidates took part in the first CPAT timed practice session; with thirty-five achieving a PASS grade, while four ( 4 ) candidates receiving a FAIL grade. Applicants will have an additional timed 'practice' opportunity to be held Thursday, September 24<sup>th</sup>, 2020; along with a final test date opportunity on Saturday, October 3<sup>rd</sup>, 2020. Commission members will be provided a complete list of all applicant testing results after the final test date is completed.

V. New Business

Based on a comprehensive selection process of candidates closely meeting the experience, training, and educational preferences outlined for the new position of 'Fire Marshal' within the Manheim Township Fire/Rescue Department, Chief Kane made a request to the CSC members. For time and cost savings reasoning, the request made was that the non-competitive civil service examination to be administered to the final determined candidate; be developed, administered, and graded internally by a joint effort of both the CSC members, and Manheim Township Fire/ Rescue Department administration. This specific test is normally developed and graded by an outside testing company ( Stanard and Associates).

Manheim Township Fire/Rescue has already purchased the IFSTA book where the bank of test questions would be taken, as well as the corresponding exam book along with validated answers. The request was Civil Service Commission members could develop, administer, and grade the test, using the exact same materials Stanard and Associates would use to develop the test questions, as well as grade the completed test; but at a cost of \$450 to the Township, should the outside agency be retained.

Discussion regarding any conflicts of interest in internally developing, administering, and grading the test versus having an outside agency preform these tasks, were reviewed during the meeting. Motion made, and seconded, to agree to internally complete the development, administration, and grading of the test for the final candidate to fill the position of Fire Marshal. Chairman Singer called for a voice vote count: results were two ( 2 ) votes YES, one ( 1 ) vote NO. Motion carries.

Plans are to have the test administered to the final selected Fire Marshal candidate within the next two weeks.

VI. Adjournment

Having no additional business, and agreement the next CSC Commission meeting would be scheduled for Tuesday, October 13<sup>th</sup>, 2020; Chairman Singer adjourned the meeting at 11:52 A.M.

Respectfully Submitted,

Douglas L. Schmuckle

Secretary – Civil Service Commission