



**FIREFIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

**October 17, 2016**

**CITY HALL – Meeting Room 1W2  
1945 E. JACKSON ROAD**

**5:30 P.M.**

Commission Chair Carolyn Carpenter called the meeting to order at 5:31p.m. Commissioner Jim Henegar, Commissioner Edward Bowen, Benefits Coordinator Julia Sykes, Assistant City Attorney Susan Keller, and Detective Jennifer Skertich.

The first item on the agenda was to approve the minutes from the September 19, 2016 meeting. Commissioner Bowen made a motion to accept the minutes. Commissioner Henegar seconded. Motion carried unanimously.

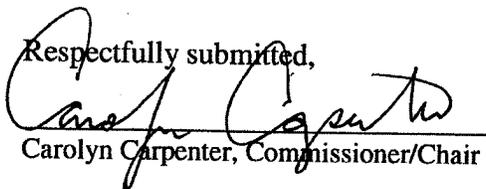
The second item on the agenda was to certify scores from the Police Entrance Exam administered on October 15, 2016. Commissioner Henegar made a motion to certify the scores. Commissioner Bowen seconded. Motion carried unanimously.

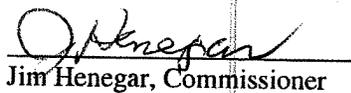
The third item on the agenda review and approve Study Materials list for 2017 and 2018 Fire Promotional Exams. Commissioner Bowen made a motion to accept the minutes. Commissioner Henegar seconded. Motion carried unanimously.

The fourth item was additional business. There was no additional business.

The meeting was adjourned at 5:44 pm.

Respectfully submitted,

  
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Carolyn Carpenter, Commissioner/Chair

  
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Jim Henegar, Commissioner

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Edward Bowen, Commissioner

\_\_\_\_\_  
Date



**FIREFIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

**December 12, 2016**

**CITY HALL – Meeting Room 1W2  
1945 E. JACKSON ROAD**

**5:30 P.M.**

Commission Chair Carolyn Carpenter called the meeting to order at 5:37p.m. Commissioner Jim Henegar, Workforce Services Director Chrystal Davis, Benefits Coordinator Julia Sykes, Assistant City Attorney Susan Keller, Fire Battalion Chief Scott Tittle, Fire Battalion Chief Mark Haseloff, Fire sworn personnel Timothy Varner, T. J. Bauer, Chad Dreissner, and Reggie Nelson were in attendance.

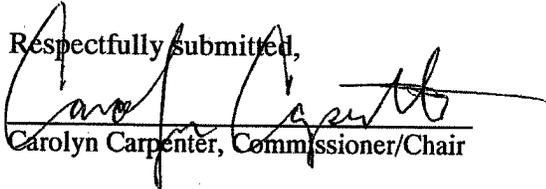
The first item on the agenda was to approve the minutes from the October 17, 2016 meeting. Commissioner Henegar made a motion to accept the minutes. Commissioner Carpenter seconded. Motion carried unanimously.

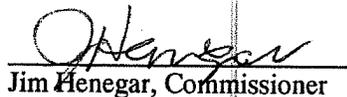
The second item on the agenda was to review appeals and certify scores from the Fire Apparatus Operator Promotional Exam administered on November 16, 2016. Timothy Varner withdrew his appeal on item #73. Commissioner Carpenter made a motion to keep item #92 as keyed. Commissioner Henegar seconded and the motion was carried unanimously. Commissioner Henegar made a motion to keep item #94 as keyed. Commissioner Carpenter seconded. Motion carried unanimously. Commissioner Carpenter made a motion to certify the scores as presented. Commissioner Henegar seconded. Motion carried unanimously.

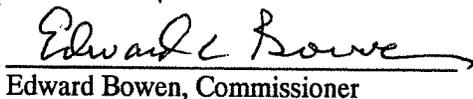
The third item was additional business. There was no additional business.

The meeting was adjourned at 6:08 pm.

Respectfully submitted,

  
Carolyn Carpenter, Commissioner/Chair

  
Jim Henegar, Commissioner

  
Edward Bowen, Commissioner

1-3-17  
Date



**FIREFIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

**January 3, 2017**

**CITY HALL – Council Briefing Room  
1945 E. JACKSON ROAD**

**5:30 P.M.**

Commission Chair Carolyn Carpenter called the meeting to order at 5:40p.m. Commissioner Jim Henegar, Commissioner Edward Bowen, Workforce Services Manager Samantha Dean, Benefits Coordinator Julia Sykes, Assistant City Attorney Susan Keller, Fire Battalion Chief Scott Tittle, Fire Assistant Chief Mark Haseloff, Police Commander Vic Humphrey, Police Recognition Manager Melissa Everett, Police Assistant Chief Derick Miller, Police Commander Andrew Horn, Police Sergeants Caleb West, Craig DeCarlo, Thomas Blackwell, Anthony Sayre, Brian Box and Clyde Buchanan were in attendance.

The first item on the agenda was to approve the minutes from the December 12, 2016 meeting. Commissioner Bowen made a motion to accept the minutes. Commissioner Henegar seconded. Motion carried unanimously.

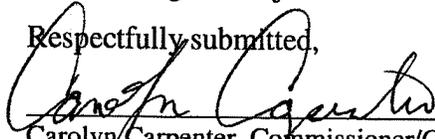
The second item on the agenda was to review appeals and certify scores from the Police Commander Promotional Exam administered on December 8, 2016. Commissioner Henegar made a motion to reject the appeal on question #38 and leave the answer as keyed. Commissioner Carpenter seconded. The motion was approved with a 2-1 vote, Commissioner Bowen opposing. Commissioner Bowen made a motion to reject the appeal on question #41 and leave the answer as keyed. Commissioner Henegar seconded. Motion carried unanimously. Commissioner Bowen made a motion to reject the appeal on question #52 and leave the answer as keyed. Commissioner Henegar seconded. Motion carried unanimously. Commissioner Bowen made a motion to reject the appeal on question #53 and leave the answer as keyed. Commissioner Henegar seconded. Motion carried unanimously. Commissioner Henegar made a motion to reject the appeal on question #58 and leave the answer as keyed. Commissioner Carpenter seconded. Motion carried unanimously. Commissioner Henegar made a motion to certify the scores as presented. Commissioner Bowen seconded. Motion carried unanimously.

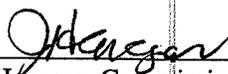
The third item was to review and approve revisions to the Civil Service Local Rules. Commissioner Bowen made a motion to accept the revisions as presented. Commissioner Henegar seconded. Motion carried unanimously.

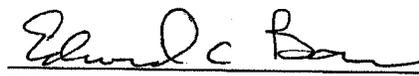
The fourth item was additional business. There was no additional business.

The meeting was adjourned at 6:55 pm.

Respectfully submitted,

  
Carolyn Carpenter, Commissioner/Chair

  
Jim Henegar, Commissioner

  
Edward Bowen, Commissioner

2-6-17  
Date



**FIREFIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

**February 6, 2017**

**CITY HALL – Council Briefing Room  
1945 E. JACKSON ROAD**

**5:30 P.M.**

Commission Chair Carolyn Carpenter called the meeting to order at 5:30p.m. Commissioner Jim Henegar, Commissioner Edward Bowen, Workforce Services Manager Samantha Dean, Benefits Coordinator Julia Sykes, Assistant City Attorney Susan Keller, Fire Battalion Chief Scott Tittle, Police Commander Vic Humphrey and Police Sergeant Caleb West were in attendance.

The first item on the agenda was to approve the minutes from the January 3, 2017 meeting. Commissioner Henegar made a motion to accept the minutes. Commissioner Bowen seconded. Motion carried unanimously.

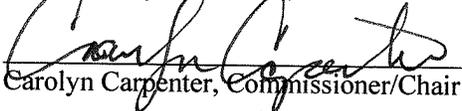
The second item on the agenda was to certify the scores for the Police Commander Promotional Exam administered on December 8, 2016. Commissioner Bowen made a motion to certify the scores as presented. Commissioner Henegar seconded. Motion carried unanimously.

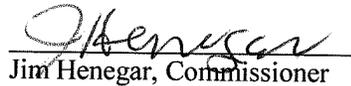
The third item on the agenda was to certify the scores for the Police Entrance Exam administered on January 28, 2017. Commissioner Bowen made a motion to certify the scores as presented. Commissioner Henegar seconded. Motion carried unanimously.

The fourth item was additional business. There was no additional business.

The meeting was adjourned at 5:38 pm.

Respectfully submitted,

  
Carolyn Carpenter, Commissioner/Chair

  
Jim Henegar, Commissioner

  
Edward Bowen, Commissioner

3-20-17  
Date



**FIREFIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

**March 20, 2017**

**CITY HALL – Council Briefing Room  
1945 E. JACKSON ROAD**

**5:30 P.M.**

Commission Chair Carolyn Carpenter called the meeting to order at 5:30p.m. Commissioner Jim Henegar, Commissioner Edward Bowen, Workforce Services Manager Samantha Dean, Benefits Coordinator Julia Sykes, Assistant City Attorney Susan Keller, Assistant City Attorney Mary Scanlon, Fire Battalion Chief Scott Tittle, Police Commander Vic Humphrey and Police Officer Jennifer Skertich were in attendance.

The first item on the agenda was to approve the minutes from the February 6, 2017 meeting. Commissioner Henegar made a motion to accept the minutes. Commissioner Bowen seconded. Motion carried unanimously.

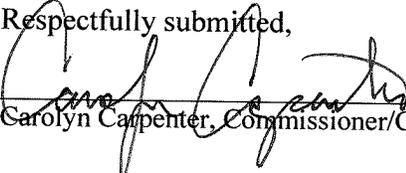
The second item on the agenda was to certify the scores for the Firefighter Entrance Exam administered on February 4, 2017. Commissioner Henegar made a motion to certify the scores as presented. Commissioner Bowen seconded. Motion carried unanimously.

The third item on the agenda was to review and certify revisions to the Civil Service Local Rules. Commissioner Henegar made a motion to certify the scores as presented. Commissioner Bowen seconded. Motion carried unanimously.

The fourth item was additional business. There was no additional business.

The meeting was adjourned at 5:40 pm.

Respectfully submitted,

  
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Carolyn Carpenter, Commissioner/Chair

  
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Jim Henegar, Commissioner

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Edward Bowen, Commissioner

5-27-17  
Date



**FIREFIIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

**May 22, 2017**

**CITY HALL – Council Briefing Room  
1945 E. JACKSON ROAD**

**5:30 P.M.**

Commission Chair Carolyn Carpenter called the meeting to order at 5:30p.m. Commissioner Jim Henegar, Workforce Services Manager Samantha Dean, Workforce Services Director Carmel Fritz, Benefits Coordinator Julia Sykes, Assistant City Attorney Mary Scanlon, City Attorney Meredith Ladd, Fire Battalion Chief Scott Tittle, Fire Assistant Chief Mark Haseloff, Fire Chief Gregg Salmi, Administrative Services Director Laurie Garber and Fire Sworn personnel Chad Leavitt, Herb Cavaneau, Derek Chaky, Troy Redwine, Ben Clendinning, Clint Thetford, Charles Shockley and Cody Austin were in attendance.

The first item on the agenda was to approve the minutes from the March 20, 2017 meeting. Commissioner Henegar made a motion to accept the minutes. Commissioner Carpenter seconded. Motion carried unanimously.

The second item on the agenda was to appoint Carmel Fritz, Workforce Services Director, to serve as the Civil Service Director. Commissioner Carpenter made a motion to appoint Carmel Fritz as the Civil Service Director. Commissioner Henegar seconded. Motion carried unanimously.

The third item on the agenda was to certify the scores for the Fire Sub Apparatus Operator Promotional Exam administered on April 10, 2017. Commissioner Carpenter made a motion to certify the scores as presented. Commissioner Henegar seconded. Motion carried unanimously.

The fourth item on the agenda was to hear appeals and certify scores for the Fire Battalion Chief promotional exam administered on April 17, 2017. Commissioner Carpenter made a motion to keep the answer as keyed on question #13. Commissioner Henegar seconded and the motion was carried unanimously. Commissioner Henegar made a motion to keep the answer as keyed on question #20. Commissioner Carpenter seconded. Motion carried unanimously. Commissioner Henegar made a motion to keep the answer as keyed on question #23. Commissioner Carpenter seconded. Motion carried unanimously. Chad Leavitt withdrew his appeal on question #35. Commissioner Henegar made a motion to keep the answer as keyed on question #35. Commissioner Carpenter seconded. Motion carried unanimously. Chad Leavitt withdrew his appeal on questions #59 and #78. Commissioner Carpenter made a motion to certify the scores as presented. Commissioner Henegar seconded. Motion carried unanimously.

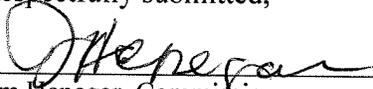
The fifth item on the agenda was to review and approve Study Materials list for 2017 and 2018 Fire Promotional Exams. Fire Sworn Personnel Charles Shockley, Derek Chaky and Clint Thetford spoke in opposition of the proposed study materials list. Fire Sworn Personnel Chad Leavitt spoke in favor of the proposed study materials list. Commissioner Carpenter made a motion to approve the study materials list with an effective date of 1/1/2018. Commissioner Henegar seconded. Motion carried unanimously.

The sixth item on the agenda was to certify the scores for the Police Officer Entrance Exam administered on May 20, 2017. Commissioner Henegar made a motion to certify the scores as presented. Commissioner Carpenter seconded. Motion carried unanimously.

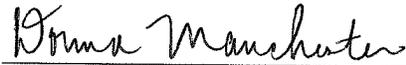
The seventh item was additional business. There was no additional business.

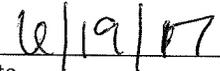
The meeting was adjourned at 6:43 pm.

Respectfully submitted,

  
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Jim Henegar, Commissioner

  
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Edward Bowen, Commissioner

  
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Donna Manchester, Commissioner

  
\_\_\_\_\_  
Date



**FIREFIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

**June 19, 2017**

**CITY HALL – Council Briefing Room  
1945 E. JACKSON ROAD**

**5:30 P.M.**

Commission Chair Ed Bowen called the meeting to order at 5:32p.m. Commissioner Jim Henegar, Commissioner Donna Manchester, Workforce Services Manager/Civil Service Administrator Samantha Dean, Benefits Coordinator Julia Sykes, Assistant City Attorney Mary Scanlon, Fire Assistant Chief Mark Haseloff, Fire Battalion Chief Herb Cavaneagh, and Attorney, Darrell Noga were in attendance.

The first item on the agenda was to approve the minutes from the May 22, 2017 meeting. Commissioner Henegar made a motion to accept the minutes. Commissioner Manchester seconded. Motion carried unanimously.

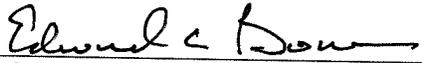
The second item on the agenda was to certify the scores for the Police Officer Entrance Exam administered on May 20, 2017. Commissioner Manchester made a motion to certify the scores as presented. Commissioner Henegar seconded. Motion carried unanimously.

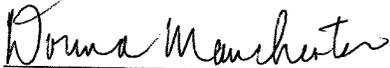
The third item on the agenda was to receive Civil Service training from Attorney, Darrell Noga.

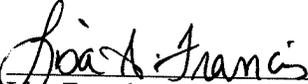
The fourth item was additional business. There was no additional business.

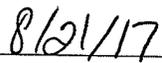
The meeting was adjourned at 7:00 pm.

Respectfully submitted,

  
Edward Bowen, Commissioner/Chair

  
Donna Manchester, Commissioner

  
Lisa Francis, Commissioner

  
Date



**FIREFIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

**August 21, 2017**

**CITY HALL – Council Briefing Room  
1945 E. JACKSON ROAD**

**5:30 P.M.**

Commission Chair Ed Bowen called the meeting to order at 5:35p.m. Commissioner Donna Manchester, Commissioner Lisa Francis, Interim Workforce Services Director/Civil Service Director Samantha Dean, Benefits Coordinator Julia Sykes, Assistant City Attorney Mary Scanlon, Organizational Development Manager Bob Bland, Fire Assistant Chief Mark Haseloff and Fire Battalion Chief Herb Cavaneagh, were in attendance.

The first item on the agenda was to approve the minutes from the June 19, 2017 meeting. Commissioner Manchester made a motion to accept the minutes. Commissioner Francis seconded. Motion carried unanimously.

The second item on the agenda was to appoint Samantha Dean, Interim Workforce Services Director, to serve as the Civil Service Director. Commissioner Francis made a motion to appoint Samantha Dean. Commissioner Manchester seconded. Motion carried unanimously.

The third item on the agenda was to certify the scores for the Police Officer Entrance Exam administered on August 3, 2017. Commissioner Manchester made a motion to certify the scores as presented. Commissioner Francis seconded. Motion carried unanimously.

The fourth item on the agenda was to certify the scores for the Firefighter Entrance Exam administered on August 5, 2017. Commissioner Francis made a motion to certify the scores as presented. Commissioner Manchester seconded. Motion carried unanimously.

The fifth item was additional business. There was no additional business.

The meeting was adjourned at 5:45 pm.

Respectfully submitted,

Handwritten signature of Edward Bowen in black ink.

Edward Bowen, Commissioner/Chair

Handwritten signature of Donna Manchester in black ink.

Donna Manchester, Commissioner

Handwritten signature of Lisa Francis in black ink.

Lisa Francis, Commissioner

Handwritten date "9/18/17" in black ink.

Date



**FIREFIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

**September 18, 2017**

**CITY HALL – Council Briefing Room  
1945 E. JACKSON ROAD**

**5:30 P.M.**

Commission Chair Ed Bowen called the meeting to order at 5:30p.m. Commissioner Donna Manchester, Commissioner Lisa Francis, Interim Workforce Services Director/Civil Service Director Samantha Dean, Organizational Development Manager Bob Bland, Police Recognition Manager Melissa Everett, Police Commander Vic Humphrey, Police Assistant Chief Derick Miller Assistant City Attorney Mary Scanlon, Fire Assistant Chief Mark Haseloff and Fire Battalion Chief Herb Cavaneagh, were in attendance.

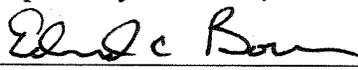
The first item on the agenda was to approve the minutes from the August 21, 2017 meeting. Commissioner Francis made a motion to accept the minutes. Commissioner Manchester seconded. Motion carried unanimously.

The second item on the agenda was to approve the promotional study materials list for the Police Sergeant promotional exam. Commissioner Manchester made a motion to approve the study materials list. Commissioner Francis seconded. Motion carried unanimously.

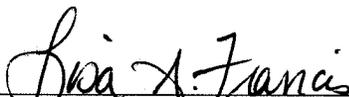
The third item was additional business. There was no additional business.

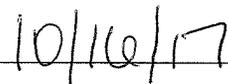
The meeting was adjourned at 5:44 pm.

Respectfully submitted,

  
Edward Bowen, Commissioner/Chair

  
Donna Manchester, Commissioner

  
Lisa Francis, Commissioner

  
Date



**FIREFIGHTERS' AND POLICE OFFICERS'  
CIVIL SERVICE COMMISSION**

**October 16, 2017**

**CITY HALL – Council Briefing Room  
1945 E. JACKSON ROAD**

**5:30 P.M.**

Commission Chair Ed Bowen called the meeting to order at 5:30 pm. Commissioner Donna Manchester, Commissioner Lisa Francis, Interim Workforce Services Director/Civil Service Director Samantha Dean, Organizational Development Manager Bob Bland, Director of Strategic Planning & Managed Competition Shawna Eikenberry, Police Commander Vic Humphrey, Assistant City Attorney Mary Scanlon, Fire Chief Gregg Salmi, Fire Sworn personnel Marcus Watson, Josh Huggins, Reggie Nelson, Troy Redwine, Steven Cato and Fire Battalion Chief Herb Cavaneau, were in attendance.

The first item on the agenda was to approve the minutes from the September 18, 2017 meeting. Commissioner Bowen made comment that Mark Haseloff was not in attendance at the last meeting. Civil Service Director, Samantha Dean stated she would double check the attendance for the last meeting and bring forward revised minutes to the Commission if necessary. Commissioner Francis made a motion to accept the minutes. Commissioner Manchester seconded. Motion carried unanimously.

The second item on the agenda was to review appeals and certify scores for the Fire Captain promotional exam administered on September 6, 2017. Commissioner Francis made a motion to keep the answer as keyed on question #19. Commissioner Manchester seconded. Motion carried unanimously. Commissioner Manchester made a motion to keep the answer as keyed on question #37. Commissioner Bowen seconded. Motion carried 2-1 with Commissioner Francis abstaining. Commissioner Francis made a motion to keep the answer as keyed on question #52. Commissioner Manchester seconded. Motion carried unanimously. Commissioner Francis made a motion to include all answers as correct on question #100. Commissioner Bowen seconded. Motion carried 2-1 with Commissioner Manchester opposing. Civil Service Commission recessed at 6:40 pm to allow Civil Service Director Dean time to re-score the exam. Civil Service Commission reconvened at 6:49 pm. Commissioner Francis made a motion to certify the Fire Captain scores. Commissioner Manchester seconded. Motion carried unanimously.

The third item was additional business. Civil Service Director Dean reminded the Commissioners about the upcoming Boards & Commissions Dinner on October 23<sup>rd</sup> at Indian Creek Golf Course.

The meeting was adjourned at 6:51 pm.

Respectfully submitted,

Handwritten signature of Edward Bowen.

Edward Bowen, Commissioner/Chair

Handwritten signature of Donna Manchester.

Donna Manchester, Commissioner

Handwritten signature of Lisa Francis.

Lisa Francis, Commissioner

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Date