



**CITY OF MONROE
CIVIL SERVICE COMMISSION
MINUTES OF THE REGULAR MEETING HELD ON Wednesday, September 10, 2014**

Minutes of the Civil Service Commission Regular Meeting held on Wednesday, September 10, 2014 at 8:34 a.m. in the Third Floor Conference Room at Monroe City Hall.

PRESENT: President Vititoe, Commissioner Roberts and Crutchfield.

OTHERS PRESENT: Peggy Howard, H.R. Director
Jim Greene, Dykema Gossett Labor Attorney
Thomas Ford, Firefighter President
Joe Bentley Firefighter
Charles McCormick Command Officers President
Robert Wight Firefighter
Gregory N. Morgel Police Officer
Donald Truesdell Firefighter
Tom Ready, City Attorney

Approval of Minutes

Approval of minutes from the Civil Service Meeting held on Wednesday, March 26, 2014, Special Meeting held on Friday, April 25, 2014, Special Meeting held on Thursday, July 31, 2014 and Special Meeting held on Wednesday, August 20, 2014.

It was moved by Commissioner Crutchfield and supported by Commissioner Roberts to approve the minutes as presented.

Ayes: 3 Nays: 0
Motion carried.

Old Business

a. Complaint from Donald Truesdell

President Vititoe asked Mr. Truesdell what specifically he is looking for the Commission to do. Mr. Truesdell wanted to address the process on how the information was provided to the applicants, ask for more clarity in the process and to eliminate the confusion about what is required. Mr. Truesdell stated that on the original job posting, there was no mention of having a Bachelors Degree or equivalent nor was he aware of it.

President Vititoe indicated that he was trying to determine if there needed to be a hearing.

Jim Greene spoke as to what will be needed to be considered by the Commission to add to the process. The Commission is in favor of adding minimum requirements to the posting.

There was discussion on if there is a need for a special meeting to review and develop a procedure for posting of all intradepartmental promotions.

Peggy Howard will present a draft and forward to Tom Ready, Attorney Ready Heller and Ready for review and comments and then also send a copy to the Commissioners of the way that the process is now. This would cover both Police and Fire.

Commissioner Crutchfield made a motion for a special meeting on Wednesday, October 22, 2014 at 8:30 a.m. to review and develop a procedure for posting of all intradepartmental promotions.

Ayes: 3 Nays: 0
Motion carried.

b. Memorandums from Peggy Howard, Human Resources Director, RE: Paramedic/Firefighter Recruitment & Selection Process & Firefighter Sergeant/Inspector Vacancy

1. Paramedic/Firefighter Recruitment and Selection Process

Peggy Howard spoke that she the City has been in the process for the Paramedic/Firefighter position and as part of the rules and regulations of the Civil Service, all appointments to the Monroe Fire Department are made on the basis of open competitive examinations administered by our Testing Agency (EMPCO) and that the Testing Agency (EMPCO) no longer provides the Candidate Physical Agility Test (CPAT) so the City is looking into other agency's who still do the testing, however, that there is a long waiting list to have the test given before the closing date of the recruitment. Of the 26 credited applicants, only 10 had obtained the CPAT certification. The City is requesting that they put the CPAT test on hold. President Vititoe asked how long it would be on hold and Peggy stated that she had contacted Schoolcraft College and they would conduct the test and it would be October 4, 2014 and that the written and oral part of the examinations would still proceed as scheduled and a list of eligible candidates would be available at the October 22, 2014 meeting.

It was moved by Commissioner Crutchfield and supported by Commissioner Roberts to extend the recruitment selection process to October 17, 2014 at 5:00 p.m.

Ayes: 3 Nays: 0
Motion carried.

2. Fire Sergeant/Inspector Vacancy

President Vititoe updated the Commission regarding the Fire Sergeant/Inspector Vacancy, which 4 firefighters have applied for the position, and to see if Firefighter Bentley meets the 5 years in the department. He was previously employed with the City for a period of 7 years 3 months and 20 days, and then was laid off and then was rehired in January 2012 with the fire department. The issue is that the letter of understanding between Firefighter Bentley and the City that he would be considered as a new hire for the City with the exception of his retirement. President Vititoe referred to the Collective Bargaining Agreement Section 3 and Section 2 and wondered if the letter of understanding was because of a grievance or dispute between Firefighter Bentley, the union or the City. Sergeant Ford stated it was generated because City Council wanted to hire more firefighters.

It was moved by Commissioner Crutchfield and supported by Commissioner Roberts to allow Firefighter Bentley to take the exam.

Ayes: 3 Nays: 0
Motion carried.

Public Comments

No comments

Adjournment

With no other business before the Commission, it was moved by Commissioner Crutchfield and supported by Commissioner Roberts to adjourn the meeting at 9:30 a.m.

Ayes: 3 Nays: 0
Motion carried.

Michelle J. LaVoy
Civil Service Secretary
October 16, 2014