



City of Ypsilanti  
Civil Service Commission Draft Minutes  
Wednesday, February 17, 2016  
4:00 p.m.

**I. Call to Order**

The meeting was called to order at 4:05 p.m.

**II. Roll Call**

Commissioner Robert Jones	Present
Commissioner John McMillan	Absent
Commissioner Michael Vincent	Present

Present also: Human Resources Manager Kevin Welch, Fire Chief Max Anthouard, City Clerk Frances McMullan, IAFF Union President Ken Hobbs, and Chief Union Steward Clifton Pope.

**III. Introductions**

None

**IV. Audience Participation**

None

**V. Discussion/Actions by the Commission**

- Fire Marshal Promotional Exam

Chief Anthouard explained he would like to post the Fire Marshal promotional exam.

Chief Anthouard requested to amend the last meeting minutes and to update MCOLES to EMPCO, the company to administer the fire testing.

Commissioner Jones moved, seconded by Commissioner Vincent to adopt the minutes as corrected.

On a voice vote the motion was carried.

Commissioner Vincent stated he wants to get the promotional business done as soon as possible. The city agreed to reinstate the Fire Marshal position and he would like to proceed with promotional exam.

Commissioner Vincent stated for the record that they all agree that they have received the contract language and it is very clear. 14 days does not include weekends and holidays, just business days. 120 days has to pass as a minimum before written test is administered, followed by the oral exam. The written and oral exam shall be separated by a minimum of 14 calendar days and shall not include weekend, holidays or furloughs.

Chief Anthouard had no problem with the suggestion and suggested posting it on Monday.

IAFF Union President Ken Hobbs stated that it would be posted outside of Human Resources where the signup sheet is and at the fire station.

Commissioner Vincent moved, seconded by Commissioner Jones to adopt the guidelines for the posting.

On a voice vote the motion was carried.

Commissioner Vincent had a question about the books, Commissioner asked if the 7<sup>th</sup> edition of the Fire Prevention Code is the correct edition, and the one currently being used?

Chief Anthouard replied yes. Mr. Hobbs stated that the bibliographies are outlined in the contract on page 47 so there should not be any issues.

Commissioner Vincent asked if there were any other comments from the audience.

Chief Union Steward Clifton Pope wanted to know if only one captain signed up for the test and the 14 days expired, does the calendar start over again.

Chief Anthouard stated that it would go down to the next rank.

Mr. Pope stated it would be the Lieutenant, and asked would it be posted for another 14 days?

Chief Anthouard answered yes; they will start the procedure over again.

Mr. Pope stated that he understood.

Mr. Hobbs asked if another meeting is needed or if another sign-up sheet can be put up?

Commissioner Vincent answered he would leave that up to the City Administration. The purpose of civil service is to make sure everything is going according to the law.

Mr. Hobbs asked if the position is posted right now for the captains and lieutenants to sign up and two captains sign up, is the lieutenant excluded.

Commissioner Vincent suggests posting two sheets; if two captains sign up then that's a competitive exam and we are all set. A second sheet for lieutenants can serve as a backup so they can test as well to decrease delays.

Commissioner Vincent moved, seconded by Commissioner Jones to have two lists posted and the 14 day rule stay the same.

On a voice vote the motion carried.

Commissioner Vincent stated that if there are any other problems the commission should meet and address those issues, however it is stated that if a candidate is less than two years in rank and there is not enough people to test we can waive that eligibility. If everyone agrees to this and has no problems we can continue to move forward.

Commissioner Vincent moved, seconded by Commissioner Jones to adopt the solution to post the exam and to adjourn the meeting.

On a voice vote the motion carried.

## **VI. Adjournment**

The meeting was adjourned at 4:23 p.m.