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City of Ypsilanti  
Office of the City Clerk

City of Ypsilanti  
Civil Service Commission Minutes  
Friday, May 10, 2013  
3:00 p.m.

**I. Call to Order**

The meeting was called to order at 3:15 p.m.

**II. Roll Call**

|                       |         |
|-----------------------|---------|
| Commissioner Jones    | Present |
| Commissioner McMillan | Present |
| Commissioner Vincent  | Present |

**III. Introductions**

**IV. Approval of Minutes**

Approval of January 14, 2013 minutes

Commissioner Vincent moved, supported by Commissioner McMillan to approve the minutes. On a voice vote the motion carried and the minutes were approved as submitted.

**V. Audience Participation**

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

Approval of Firefighter Eligibility List

Fire Chief Anthouard explained he would like an eligibility list formed in case there are openings. He said he would like to be able to go to a list with those eligible for hire.

Fire fighter Ken Hobbs questioned the process. He said first the city must inform the Civil Service Commission of a vacancy and its intent to fill it. He said historically testing had been done by the Civil Service Commission; however he is not opposed to an outside company.

Human Resources Manager Judi Smith clarified that the meeting is to gain approval to establish an eligibility list. She said all details would be set and approved by the Commission.

Fire fighter James Shultz was present and objected to using the Western-Wayne test.

Fire Chief Anthouard indicated that the Fire Union was notified of the testing content and the switch in testing companies.

There was discussion regarding the Schoolcraft exam regarding the content, length of the test and how the list is formulated.

There was discussion on how candidates are scored and picked for the list.

Commissioner Vincent clarified that the scoring is based on agility, the test and interview.

There was discussion regarding how former lists were formed.

Commissioner Vincent stated that candidates must score a 70 or above to go into the pool for selection. He said the Fire Chief will mitigate test complaints.

Mr. Hobbs asked if PA 78 allows police to be trained as firefighters.

Commissioner Vincent replied that is not a civil service issue therefore he cannot speak to it.

City Manager Lange questioned the point system used.

Commissioner Vincent answered a score of 70% is needed in all areas to be included.

Commissioner Vincent said the Commission would like a fact sheet on testing, which should include information on scoring, which book is used, etc.

The audience indicated that Schoolcraft issues a study guide.

Commission Vincent mentioned the recent death of a firefighter in Westland and suggested something be done to acknowledge the city's condolences.

Mr. Hobbs said the fire department has collected funds to send and will participate in the processional and viewing activities.

Human Resources Manager Judi Smith indicated she would remove the eligibility list from the website until further direction is given from the Commission.

## **VII. Adjournment**

Commissioner Vincent moved, supported by Commissioner Jones to adjourn the meeting. On a voice vote the motion carried and the meeting adjourned at 3:44 p.m.