

LEET TOWNSHIP CIVIL SERVICE COMMISSION (CSC)

Meeting Minutes

194 Ambridge Avenue, Fair Oaks, PA 15003

Special Meeting – May 10, 2022

Present: William C. Bubb, Thomas P. Weber and Donald S. Birnie. **Voting members:** Mr. Birnie, Mr. Bubb and Mr. Weber. **Absent:** Katherine Longwell, Jack Mook

No members of the public attended

Mr. Weber called the meeting to order at 6:53 pm.

Approval of May 4, 2022 Minutes

Motion: Mr. Bubb moved to approve the minutes for the May 4, 2022 CSC Meeting, Seconded by Mr. Birnie. Motion carried.

Search for CSC Solicitor

Interview of Ms. Turnbull

Ms. Megan M. Turnbull from Weiss Burkhardt Kramer, LLC was interviewed for the LT-CSC Solicitor position via Zoom. All commissioners present asked her questions. Ms. Turnbull was quite forth coming, and demonstrated deep knowledge regarding civil service law, and labor and employment law. The interview lasted more than approximately 25 minutes.

Deliberation and Decision on Preferred Candidate for Solicitor

The Commissioners discussed the qualifications of the three interviewees (Mr. McTiernan, Mr. Rushford, and Ms. Turnbull for the LT-CSC Solicitor. It was the general consensus that all three candidates could successfully serve in this role. However, the first choice of all present was Mr. McTiernan.

Motion: Mr. Weber moved that we hire Robert L. Mr. McTiernan as Solicitor – Leet Twp. Civil Service Commission, at the hourly rate of \$195, and he would be personally responsible for attending meetings and hearings with respect to Commission matters. In the event that any of his associate attorneys were to assist with legal research or other tasks, his or her hourly rate would be \$165 per hour. Mr. Bubb seconded. Messrs. Bubb, Birnie and Weber voted in favor. Motion carried unanimously.

Mr. Weber will inform Mr. McDaniel, President – Leet Twp. Board of Commissioners, of our decision. He will also send a letter making the offer to Mr. McTiernan.

Mr. Birnie observed that the search for our solicitor was a thorough one. Recommendations came from five different sources, ten attorneys were considered, and three were interviewed before Mr. McTiernan was chosen.

Entry Level Testing for Police Officers

Job Description

Mr. Weber indicated that the BOC has not presented any job description for an entry level police officer. He had received one sample description from Bill Gamble, and also one from a Leet Township Police Officer. Tom said he would also talk with our Acting Police Chief, Steve Panormios.

Physical Agility Testing

Mr. Weber reviewed the two testing standards we could choose from for our Physical Agility Testing (Modified Cooper Test for Physical Agility, and the MPOETC Standard). Tom also confirmed that the Allegheny County Police Academy would do this testing at no cost to us. The tests can be run most Tuesdays at their North Park facility. Also, Acting Police Chief Panormios preferred the Modified Cooper Test. His emphasis “in today’s world is to hire a smart cop rather than a Superman cop.

Motion: Mr. Weber moved that we used the Modified Cooper Test for Physical Agility, and have it administered by the Allegheny County Police Academy at their facility for all accepted job applicants. It was seconded by Mr. Bubb. Messrs. Bubb, Birnie and Weber voted in favor. Motion carried unanimously.

Written Testing

Mr. Weber also relayed his discussion with Harry Fruecht of Police Consulting Services (PCS) about overseeing our written testing. They have a representative, Mark Kavakich, in Washington County, Pa, who could administer, report and score our written testing. The test is the IO Solutions Test, which is well respected on a national level. It has two sections; 1) cognitive (reading, writing and general math), and 2) attitude and personality characteristics. The advantage is the use of a widely accepted test, which would be administered by an objective third party – Police Consulting Services. They could administer the test at the North

Park facility of Allegheny County Police Academy, in a classroom we could also use at no cost. PCS would also coordinate the Physical Agility Testing with ACPA.

The cost of this service would be \$485 for the first 5 applicants, and \$50 for each additional applicant, plus travel cost of \$0.58/mi. (first 50 miles free) for Mark. For example, if we had 6 applicants this service would cost \$535.

Motion: Mr. Weber moved that we hire Police Consulting Services for our written testing. Seconded by Mr. Bubb. Messrs. Bubb, Birnie and Weber voted in favor. Motion carried unanimously.

Oral Testing

Rather than use PCS, which would cost \$2,250 in the example of 6 applicants. Mr. Weber recommended we work with Acting Police Chief Panormios to use three regional police chiefs to do the testing at a nominal charge. More research needs to be done to make a proposal.

Background Checks

Although background checks aren't the responsibility of the LT-CSC, Mr. Weber reported that PCS could do them for \$750/ candidate.

Action Items:

1. Mr. Bubb will merge the ideas in the "Essential Duties of a Police Officer" from Bill Gamble, and "Leet Township – Part-Time Police Officer Duties/Assignments".
2. Mr. Weber will work with the Acting Chief to develop the Job Description for an entry level policeman.
3. Mr. Weber will vet the Leet Township job application with our Acting Police Chief
4. Mr. Weber will discuss the method of administering the Oral Examination with the Leet Twp. Acting Police Chief and John Mook, including the use of the Civil Service Commission Oral Exam provided to us by Bill Gamble, as a guideline.
5. Mr. Weber will discuss the practice of charging a nominal application fee.
6. Mr. Weber will discuss the mechanics of the LT-CSC signing a contract with an outside vendor with Mr. McDaniel.
7. Mr. Bubb will investigate additional means of advertising our openings.

8. All commissioners should take a crack at putting together a timeline to develop an eligibility list.

Next LT-CSC Meeting

Reminder – Next Meeting is June 14, @ 7:00 pm

Public Participation

There was no public participation.

Mr. Bubb moved the meeting be adjourned at 9:08 pm. Seconded by Mr. Bubb with all in favor.

/s/Donald S. Birnie

/s/Thomas P. Weber