

## **LEET TOWNSHIP CIVIL SERVICE COMMISSION (CSC)**

### **Meeting Minutes**

**194 Ambridge Avenue, Fair Oaks, PA 15003**

**Special Meeting – July 19, 2023**

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

**Members of the Public:** No members of the public present

Mr. Weber called the meeting to order at 7:00 pm, and began the meeting with the Pledge of Allegiance.

#### **Public Participation**

No public participation.

#### **Approval of July 5 Regular Meeting Minutes**

**Motion:** Mr. Bubb moved to approve the minutes for the July 5, 2023 Regular Meeting as presented. Seconded by Mr. Weber. Messrs. Birnie, Bubb and Weber voted in favor.

#### **Entry Level Testing for New Officers**

##### **Application Information Packet**

Mr. Birnie reviewed the Application Information Packet for those who might want to apply for our openings for part-time officer. The packets could be downloaded from the Leet Twp website or picked up in-person at the township office.

Mr. Weber asked that we add a line on the application for the applicant's email address. This is very important information to facilitate communication with applicants in the tight timeline.

Upon reviewing the Informed Consent Form, Mr. Bubb and Ms. Longwell asked that we include the Leet Twp Civil Service Commission be added to the list of organizations and individuals for which liability would be waived upon the applicant's signature.

Mr. Bubb requested that the official description of each test procedure be placed in the Application Information Packet.

## **Municipal Police Academy - CCBC**

Mr. Birnie reported that CPL Tommy Rutowski of RMU never returned his attempts to reach him about conducting our tests, and we felt ACPA was less than an ideal place to do our testing because they didn't have a flat track to do their running tests on. As a result, he contacted Mr. Petures of CCBC and Chief Sedlacek of Hopewell Twp for help, he was directed to Mr. Joel Hamilton from CCBC Municipal Police Academy to conduct the tests for us. Joel indicated that there would be a \$400 fee for doing so. Being on a short timeline and having no other alternatives we were faced with paying for the testing. ACPA and RMU did it free of charge in the past.

**Motion:** Mr. Weber moved that we pay CCBC \$400 for two MPOETC Certified instructors to conduct our physical agility testing. Mr. Bubb seconded. Messrs. Birnie, Bubb and Weber all voted in favor by roll-call.

Mr. Birnie reported that Joel Hamilton, MPOETC Certified Instructor and CCBC employee, who will be conducting the physical agility testing asked that we provide the Applicant Score Sheets and Applicant Roster for reporting results. Although, ACPA and RMU had provided their own score sheets in the past, Mr. Birnie agreed to provide them since we only expect a limited number of applicants. Both documents were reviewed and the consensus was to accept them. The results for each test and each applicant would be reported as pass/fail. As soon as an applicant failed any test, their physical agility testing would be terminated and they would not be permitted to proceed to the written testing.

Mr. Hamilton confirmed that the testing would be done using the MPOETC Standard (Coopers 30<sup>th</sup> percentile) segmented by age and gender.

Mr. Hamilton also requires that all applicants remain at the test site for 20 minutes after their last test is completed, for safety monitoring. To facilitate this, and monitor applicants during the complete battery of tests, he asked that we have a few members of the LT-CSC present. Ms. Longwell will assume this role. A page stating this will be added to the Applicant Information Packet, and Mr. Hamilton will include this instruction in his instructions to the applicants on the day of Testing.

## **Quaker Valley High School**

Mr. Birnie had previously reported by e-mail that Mr. Mike Mastroianni, Quaker Valley Director of Athletics agreed to allow us to use the Quaker Valley High School track for our testing on Wednesday, August 2, 10:00 – 11:00 am. Fortunately, we were able to do it that early in August, because as of Aug 7 the track would have been unavailable due to heavy scheduling for

a variety of athletic teams, cheerleaders and the band. Thanks to Mr. Mastroianni for his cooperation.

### **Written Test**

Mr. Weber reported that the written test will be held at 11:30 am on Aug.2 at the Leet Twp. Municipal Building. Harry Freucht's organization will do it for the third time in the last 14 months.

### **Processing Applications**

Mr. Weber volunteered to contact Chief Jameson to ask him to encourage any candidates he had contacted to get their Medical Release for signed promptly and return their completed allocation by July 31. He would also invite Chief Jameson to attend the physical agility test.

Mr. Weber also pointed out that he and Mr. Birnie should meet at the township office at 4:00 Monday, July 31 to review applicants received. Mr. Bubb, and Ms. Longwell were invited as well.

### **Emergency Medical Services present for Physical Agility Testing**

Mr. Birnie reported that both Joel Hamilton and Chief Sedlacek suggested that we have some type of emergency medical capability on standby at the test. Mr. Birnie investigated the alternatives with Valley Ambulance Authority and Ms. Longwell and found the following options: 1) ambulance with full ALS (Advanced Life Support) capability guaranteed present for the duration of the tests @ \$175/hr., 2) EMT with BLS (Basic Life Support) bag @ \$55/hr., 3) no EMS @ \$0, 4) Ms. Longwell volunteer certified EMT with BLS (no AED) @ \$0, 5) VAA Duty Crew @ \$0 (staffed ambulance planned to be there at 10 am and staying through the duration of the tests, but if a call is received by VAA the duty crew would leave for the call and VAA would try to replace them as soon as possible – no guarantee), and 6) Leetsdale QRS (quick response service) has AED, but no ALS, no transport capability and no guarantee of availability @ \$50 contribution. After significant discussion the consensus was that we should arrange for the VAA Duty Crew and arrange for a back up option (i.e., Ms. Longwell or Leetsdale QRS).

**Motion:** Mr. Weber moved that we arrange for the VAA Duty Crew to be present for the physical agility testing on Wednesday, Aug 2 at 10 am and plan to stay for the duration of the testing and safety monitoring period. Seconded by Mr. Bubb. Messrs. Birnie, Bubb and Weber all voted in favor in a roll-call vote.

Mr. Birnie will get the details on the Leetsdale QRS option. And a related issue would be clarified with Mr. McTiernan as to whether we could have more than 2 commissioners at the testing, and stay in compliance with the Sunshine Act.

### **New Business**

#### **Replacement of John Mook on the LT-CSC**

Ms. Longwell asked if the Board of Commissioners was taking any action to replace John Mook as an alternate commissioner on the LT-CSC? Mr. Weber did not know, but agreed to ask Mr. McDaniel.

### **Public Participation**

No public participation.

### **Adjournment**

**Motion:** There being no further business, Mr. Bobb moved we adjourn at 8:15 pm. Mr. Birnie seconded. Messrs. Bubb, Weber and Birnie voted in favor.

/s/Donald S. Birnie

/s/Thomas P. Weber