

# CIVIL SERVICE COMMISSION

CITY OF LANCASTER

Minutes of Commission Meeting

Wednesday, January 27, 2011

Item 1--The Civil Service Commission meeting was called to order by Will Armstead, Civil Service Commission Chair Person, at 3:03 p.m. Will Armstead, Civil Service Commission Chair Person was present. Audley Logan, Civil Service Commission Vice Chair Person was present. Lafayette Miles, Civil Service Commission Member was present. Civil Service Director Dori Lee was present. The meeting was held at the Public Safety Building Police Conference Room. A quorum was present. The meeting was posted in the prescribed manner according to law. Fire Chief Dick Knopf, Assistant Fire Chief Thomas Griffith, Police Chief Keith Humphrey, Assistant Police Chief Larry Flatt and Assistant Police Chief Wes Blair were present.

Item 2- The Commission took action on the election of Officers.

- Motion by Audley Logan to elect Will Armstead as Chair. Second by Lafayette Miles. Motion passed.
- Motion by Lafayette Miles to elect Audley Logan as Vice Chair. Second by Will Armstead. Motion passed.

Item 3--The Commission took action on the consent agenda.

- Motion by Audley Logan that the consent agenda be approved. Second by Lafayette Miles. Motion passed.

Item 4—The Chairman and the Civil Service Director signed the minutes of the previous meeting.

Item 5—Action Item: Reappointment after resignation. Will Armstead requested the word “from” in section 0251 (d) be removed. Motion by Audley Logan to approve the Order for the civil service commission local rule 0251 – Reappointment after resignation with the removal of the word “from” in section (d). Second by Lafayette Miles. Motion passed.

Item 6-- Reports and new business.

- Excel report from the Director with an overview of entrance exams, promotional exams and hearings.
- Chair Will Armstead requested clarification of semiformal attire from Fire Chief, Knopf.
- The Director confirmed attendance of Commission Members at the annual civil service training and reviewed the details of the training being provided.
- Retirement invitation for Chief Knopf.
- Budgeted positions for civil service.
- Review of letters from the Mayor to elected officials opposing collective bargaining.
- Police department reports on applicant status.
- Fire department reports on applicant status.
- Chair Armstead requested clarification of how recent of the study books are as some seem to have older print dates and is concerned about how often questions are missed. Both the fire chief and the police chief confirmed books are reviewed before each test to ensure the books are still in print and the Director confirmed questions which are missed by the majority are removed from future tests.

Item 6--Adjournment.

- Motion to adjourn by Audley Logan second by Will Armstead. Motion Passed.

Adjourned at 3:27 P.M.

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Minutes approved

*Rudby Logan*  
*Don Lee*

Chairman 1/20/2012 Date

Director 1/20/2012 Date