

STRASBURG BOROUGH CIVIL SERVICE COMMISSION
FEBRUARY 5, 2018– 7:00 P.M.
MINUTES

Members Present: Raymond Garraffa, Chairman
 J. R. Johnson
 H. Dale Spaulding

Others Present: F. Steven Echternach, Chief of Police

Chairman Raymond Garraffa called the meeting to order at 7:00 p.m.

On motion by Ray Garraffa, second by J. R. Johnson, and unanimously approved, the Commission was reorganized with the following slate of officers and appointees collectively approved to their positions, to wit: H. Dale Spaulding, Chairman; J. R. Johnson, Vice Chairman; Ray Garraffa, Secretary; Gail Anderson, Clerk.

The minutes of the February 1, 2016 meeting were reviewed. On motion by J. R. Johnson, second by Dale Spaulding, the minutes of the February 1, 2016 meeting were unanimously approved.

The year-end report of Civil Service Commission business conducted in 2017 was reviewed. On motion by Ray Garraffa, second by Dale Spaulding, the report was approved. The Commission ordered the clerk to forward this report of its activity to Borough Council.

There was no other unfinished business to come before the Commission.

In new business, the 2018 meeting schedule has been advertised as follows: February 5 (mandatory meeting); May 7, August 6, and November 5 as necessary.

Looking ahead to Chief Echternach's announced retirement within three years, the members discussed the necessity of planning for police department succession. On motion by Ray Garraffa, second by J. R. Johnson, and unanimously approved, Chief Echternach was directed to undertake a review of the Strasburg Borough Civil Service Rules and Regulations and revise them as necessary to bring the document up to date, and to prepare a promotional test and develop an Eligibility List of candidates for promotion and/or employment.

On motion by J. R. Johnson, second by Ray Garraffa, and unanimously approved, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Gail E. Anderson, Clerk

STRASBURG BOROUGH CIVIL SERVICE COMMISSION
MAY 7, 2018– 7:00 P.M.
MINUTES

Members Present: H. Dale Spaulding, Chairman
 J. R. Johnson, Vice Chairman
 Lee Potts

Others Present: F. Steven Echternach, Chief of Police

Chairman Dale Spaulding called the meeting to order at 7:00 p.m.

On motion by J. R. Johnson, second by Dale Spaulding, and unanimously approved, Lee Potts was elected Secretary.

On motion by J. R. Johnson, second by Dale Spaulding, the minutes of the February 5, 2018 meeting were approved, Lee Potts abstaining.

In old business, Chief Echternach reported that 12 applications for the new full-time officer position were received through the police hiring app. Next step is the competitive oral interview process. The commission directed Chief Echternach to facilitate that process and report back at its August 6 meeting. It was the consensus of the commission that the oral review board include at least two participants from outside the Strasburg Borough department, at the Chief's discretion.

Regarding the sergeant promotion process, Chief Echternach reported that the position was posted as required. He received one letter of intent, thereby requiring only an oral review board rather than written examination. The oral review was conducted on Wednesday, April 25, 2018 at 11:00 a.m., by Chief Bernard Dugan, Annville Township PD, chair; Lt. Robert Eachus, East Lampeter Township PD; and Sgt. Billy Wilson, West Lampeter Township PD. The review produced a passing result for the single candidate, Strasburg Borough PD officer Nick Ferretti, being presented this evening. On motion by Lee Potts, second by J. R. Johnson, the commissioners unanimously approved creation of a promotional list to be forwarded to Strasburg Borough Council, valid for one year, with Officer Ferretti as the single candidate recommended for promotion to sergeant.

There was no other unfinished business to come before the Commission.

In new business, the members received up-to-date copies of the Strasburg Borough Civil Service Commission Rules & Regulations for review at their leisure, with the direction that any questions about duties and responsibilities of a commissioner be brought to Chief Echternach for clarification.

On motion by J. R. Johnson, second by Lee Potts, and unanimously approved, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,
Gail E. Anderson, Clerk

STRASBURG BOROUGH CIVIL SERVICE COMMISSION
AUGUST 6, 2018 – 7:00 P.M.

Members Present: H. Dale Spaulding, Chairman
 J.R. Johnson, Vice Chairman
 Lee Potts, Secretary

Others Present: Sergeant Nick Ferretti, Strasburg Borough Police

Chairman Spaulding called the meeting to order at 7:06 p.m.

On a motion by J. R. Johnson, seconded by Lee Potts, the minutes of the May 7, 2018 meeting were unanimously approved.

In Other Business, Sergeant Ferretti presented the list of candidates for the full-time police officer position. There were five candidates on the list.

Candidate	Written	Oral	Aggregate	Bonus	Total
1. Robert Burns	90	91.3	91	10	101
2. Leonard Jenkins	93	86	89	0	89
3. Thomas Gote	90	80	85	0	85
4. Kyle Kann	81	88	84	0	84
5. Brandon Shupp	76	70.7	73	0	73

On motion by J. R. Johnson, seconded by Lee Potts and unanimously approved, the Civil Service Commission voted to certify the list of five candidates for the full-time police officer position developed by Chief Echternach in accordance with the Rules and Regulations for the Civil Service Commission of Strasburg Borough, Pennsylvania, and forward it to Strasburg Borough Council for consideration at the August 14, 2018 meeting.

New Business: None.

On a motion by J. R. Johnson, seconded by Lee Potts, and unanimously approved, the meeting was adjourned at 7:19 p.m.

Next meeting is scheduled for Monday, November 5, 2018 at 7:00 p.m.

Respectfully submitted,

Sergeant Nick Ferretti, Clerk

STRASBURG BOROUGH CIVIL SERVICE COMMISSION 2018 YEAR-END REPORT

In 2018 the Strasburg Borough Civil Service Commission acted as follows:

- Met on February 5, 2018 to reorganize as required by the Borough Code, appointing H. Dale Spaulding as Chairman, J. R. Johnson as Vice Chairman, and Ray Garraffa as Secretary, with Gail Anderson as Clerk. Chief Echternach was directed to review and update the Borough's Civil Service Rules & Regulations, and also to develop an Eligibility List of candidates for promotion and/or employment. Minutes of this meeting are hereto attached.
- Met on May 7, 2018. Ray Garraffa having resigned, new commissioner Lee Potts was welcomed and appointed Secretary. The commissioners approved creation of a list of promotional candidates for the position of sergeant to be forwarded to Borough Council. Updated copies of the Rules & Regulations were distributed. Minutes of this meeting are hereto attached.
- Met on August 6, 2018 and were presented with a list of five candidates for the position of full-time police officer, developed by Chief Echternach in accordance with Civil Service Rules & Regulations. Commissioners voted to forward the ranked list to Borough Council at its August 14, 2018 meeting. Draft minutes of this meeting are hereto attached.
- The meeting advertised for November 5, 2018 was canceled.

The Commission had no expenses and took no other action in 2018. The Commission was advertised to meet in 2019 on February 4, May 6, August 5, and November 4, as necessary, or on additional dates if business requiring its action should arise.