

# CIVIL SERVICE COMMISSION

October 19, 2016

Commissioners Present: Commission Chair Doug Cox  
Commissioner David Gibney  
Commissioner Susan Weed

Also Present: Kimberly Carper, Secretary/Chief Examiner  
Mike Heston, Fire Chief

The Special Meeting was called to order at 7:32 am by Commissioner Cox.

## ITEMS OF BUSINESS:

1. The only item of business was **Consideration and Approval of the Fire Lieutenant and Fire Training Officer/Deputy Chief Assessment Center Proposals.**

- a. Secretary Carper explained the proposal evaluation process. The City received proposals from four different consulting firms. All four proposals were for both the Lieutenant and the Fire Training Officer Assessment Centers.

Each proposal was evaluated for the respondent's demonstrated understanding of the project, the quality of the overall proposal, as well as experience, qualifications, and references that most closely matched the project. Overall cost of the project was also a critical factor.

Based on the evaluation, the recommendation was to select Ergometrics, Inc. as the vendor for both assessment centers.

Chief Heston added that he discussed the proposals with Secretary Carper and supported the recommendation.

- b. Commissioner Weed moved to **Approve the Fire Lieutenant and Fire Training Officer/Deputy Chief Assessment Center Proposal**; Commissioner Gibney seconded, and the motion passed without further discussion.

Commissioner Cox moved to adjourn; Commissioner Weed seconded, and the Special Meeting was adjourned at 7:43 am.

Respectfully submitted:

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Chair

\_\_\_\_\_  
Secretary/Chief Examiner

Date: \_\_\_\_\_