

**CITY OF READING  
FIRE CIVIL SERVICE BOARD  
MINUTES OF MAY 19, 2015**

A meeting of the Fire Civil Service Board was held on Tuesday May 19, 2015 at City Hall, 815 Washington Street, Reading, Pennsylvania.

**The following persons were in attendance:**

Michael Leifer - Absent	Craig Breneiser
Phillip Dougherty	James Conrad
William Stoudt Jr.	Sean Hart
Gail Knauer	Benjamin Miller
Max (Steve Price's Assistant)	

The meeting was called to order at 3:25 p.m., at which time, the following was discussed:

- Entry level FF/paramedics to take test on September 19, 2015. Steve Price has confirmed that we have reserved the Reading High Café from 7:15 am – 1:00 pm for testing.
- Applications due by August 14, 2015 to Human Resources Office, \$50.00 application fee. Candidates will be given a candidate ticket and number once application is turned in.
- Sean Hart will work on contact information for advertising the upcoming entry level test.
- We will also provide the candidates who hand in an application with contact information where they may buy a study guide for \$25.00 to help prepare for the test.
- Sean Hart and Holly will continue working on updating application, and questionnaire.
- The board received entry level requirements and conditions of employment and testing. They have addressed a few issues so far and Max will update Steve Price on these requirements and receive his feedback.
- Recruiting brochures have been made for Firefighter/Paramedic. Board requests that legal reviews the brochures and note that the brochures are subject to change on all farther printouts.
- Chief Stoudt asked about getting prepared for another LT promotional exam prior to the expiration date on 10/8/2016 of the current LT list.
- A special email has been set up for fire civil service – [firecivilservice@readingpa.org](mailto:firecivilservice@readingpa.org)

There being no further business, the meeting was adjourned at 4:05 p.m.

**Next Meeting**

**June 16, 2015 3:00 pm in the Penn Room**

Respectfully submitted:  
Holly Guldin  
Civil Service Secretary