

**CITY OF READING  
FIRE CIVIL SERVICE BOARD  
MINUTES OF AUGUST 25, 2015**

A meeting of the Fire Civil Service Board was held on Tuesday August 25, 2015 at Fire Training Center, Reading, Pennsylvania.

**The following persons were in attendance:**

|                    |              |
|--------------------|--------------|
| Michael Leifer     | James Conrad |
| Phillip Dougherty  | Sean Hart    |
| Craig Breneiser    | Gail Knauer  |
| Steve Price        | Holly Guldin |
| William Stoudt Jr. |              |

The meeting was called to order at 3:00 p.m., at which time, the following was discussed:

- Entry level FF/Paramedics /EMT to take test on September 19, 2015. Tests have been ordered. IPMA stated after they receive our tests it is a 24-48 hour turnaround time to receive them back.
- 231 Applicants - 43 Paramedics and 188 EMT.
- Board Members will arrive at 7:30 – 7:45 am; applicants will start arriving at 8:00 am.
- Two city management employees will also be proctors for the test. – Linda Kelleher and Kim Talbot
- A reminder letter has been sent to all applicants taking the test to remind them of date and time of the test and the doors will promptly be locked at 8:50 am.
- Physical agility practice session will be held on October 19, 20 and the exam session will be held on Oct 29 and 30<sup>th</sup>.
- Holly will work with Sean and Gail in getting together the physical agility doctor release forms and any other additional paperwork that needs to be completed by the applicants once they complete the written test.
- Fire LT and EMS LT promotion reading lists have been handed out as of August 14<sup>th</sup>.

\*\*Next meeting decide on a date for the LT promotional exams.

There being no further business, the meeting was adjourned at 4:10 p.m.

**Next Meeting**

**October 1, 2015 3:00 pm at the Fire Training Center**

Respectfully submitted:  
Holly Guldin  
Civil Service Secretary