



MINUTES for the  
SPECIAL SESSION OF  
THE CITY OF ALLENTOWN CIVIL SERVICE BOARD GOVERNING THE APPOINTMENT  
AND PROMOTION OF POLICE OFFICERS AND FIRE FIGHTERS

**Board Members in Attendance:**

John Stribula, Chairman  
Maria Brace, Board Member  
Walter Felton, Secretary  
Daniel Blount, Alternate Member

**Board Members Absent:**

Yvette Hailey , Alternate Member

**Staff in Attendance:**

Joshua Mazin, Solicitor CSB  
Deputy Chief Matt Eharth, AFD  
Adam Rosenthal, Assistant City Solicitor  
Christopher Matthews – FOP President, APD  
Bailey Keintz, APD  
Steve Salloum, HR Generalist - APD  
Hiba Khouri, HR Generalist - Fire  
Stella Oakman, HR Generalist

**Call to Order**

Chairman Stribula called the meeting to order at 9:00 A.M.

**Roll Call**

Roll was called. A quorum was present.

**Reading of the Minutes:**

No meeting minutes were presented at this time.

## **New Business**

- Zachary Schreirer (eye exam): Hiba Khouri reported she had received the Concentra report; and their recommendation is for Schreirer to make an appointment with an ophthalmologist. Hiba explained that candidate had been sent an offer of employment but did not pass the eye test under DOT recommendations and the NFPA testing results are still pending. Candidate is scheduled to start academy in January 2026.
  - Josh Mazin noted getting a second opinion should be formally noted.

### **Motion made by Maria Brace to approve the use of an ophthalmologist of candidate's choosing; seconded by Walter Felton; motion passed 3-0 with Daniel Blount voting in the affirmative.**

- On the record – Nick Murray – President John Stribula asked the court reporter present to go on the record regarding Murray's original appeal of his promotional (agility) test with the Allentown Fire Department. Murray was not present, nor was he promoted.
  - Hiba reported that Murray had originally objected to how the agility exam was graded as one of the evaluators had taken a phone call during the exam.
    - Murray filed his appeal on November 20, 2025; on December 5, 2025, a letter was sent to Murray providing details of appeal hearing.
    - Murray complied on December 5, 2025 with providing a pre-hearing statement and submission was made by the City on December 8, 2025.
    - On December 10, 2025, at 1:42 p.m., Murray sent an email to Board withdrawing his appeal.
  - Mazin noted that based on the email sent and received and Murray's absence at this time, the appeal has been abandoned.
  - Eharth reported that Murray had been promoted, and the original concern was the seniority date not aligning. The issue had been resolved with the union and Fire administration.
    - The Fire administration and HR are currently in process of reviewing processes – such as evaluators will not be on duty as to avoid taking calls during oral exams.

### **Stribula deemed the matter to be closed.**

- Stribula asked that the APD Seargent Promotion Oral Examination Questions be moved down on the agenda – and the Board jumped to the Approval of AFD Firefighter Entry List
  - Hiba noted the amended list included veteran points for an individual who had trouble obtaining their DD214 due to recent government shutdown. The points moved the applicant up six positions with the points.
  - Lengthy discussion was then held reviewing the McCann report. Brace expressed concern about the behavior of one of the applicants noted in the report (situation involved applicant not following directions on the voluntary completion of the demographic information – form was to be turned in whether filled out or not; applicant crumpled form and threw it on the floor; following a count of all forms turned in, count was short one – McCann proctor walked the floor and checked tables and seats, locating the crumpled form – when asked, applicant had not responded).

**Motion: Brace moved that candidate #2653 (#63 on amended list) be disqualified for failure to follow clear and simple directions. Felton seconded; Motion carried 2-0 with Blount voting in the affirmative; Stribula did not vote.**

- Stribula then asked a procedural question – about who discovered the form on the floor. Hiba noted the details are in the McCann report.
- Brace read through the report provided and again expressed concern after the test about consequences for the failure to follow directions. She maintained her motion.

A lengthy discussion (not on the agenda) was then held with Christopher Matthews, APD - FOP President) regarding the changes made to Civil Service Rules (refer to August 2025 minutes) and those changes being submitted to City Council. The changes involve the elimination of banding – it was noted that the rules state a vendor would be selected who does band; but it was discovered too late that McCann does not do banding (nor did they do it in 2023 when selected the first time – prior to that, HR was issuing and grading the exams).

- The rules were reviewed throughout the discussion and Stribula asked Eharth what AFD was doing when it came to testing and banding. It was noted that the vendor chosen for the recent test (McCann) specifically stated they do not band. This led to another lengthy discussion of how non-veterans are and can be disenfranchised when the rule of three (3) is applied as currently in practice.
- Chief Agosto, AFD, joined the discussion via phone call and stated that the current process of vets have priority, then rule of three (3), is in place.
- Stribula expressed that the list should and not be approved; that the Board goes to City Council with proposed changes, then hire off the approved list.
  - Eharth noted that this would create a large expense to the City – only four (4) candidates) for the city, and AFD would be forced to run a second academy, resulting in overtime for the remainder of the year.
    - Eharth requested that the list be approved so the academy can start, but to move forward with changes to the rules.
    - Mazin noted that the candidates tested under the approved rules.

**No action taken on the eligibility list as this item was not on the agenda. Chief Agosto was requested to be present for the December 17 Exec session meeting. Chief Agosto asked the Board to approve the list, then go through the hiring process, applying the sliding band as has been done in past practice.**

**Motion: Brace moved to direct the Board Solicitor to send a letter to McCann (vendor) asking them to define statistically insignificant number as zero, since they do not band. Felton seconded the motion. Motion passed 3-0 with Blount voting in the affirmative.**

- Matthews brought up the recent posting (12/5/25) for sergeant. The union has a concern that the rules are again conflicting. Rule One states the posting must include time and place of testing. However, there was a change to the way the testing was done this year (it went to outside vendor via third party) and this information was not included on any postings as required by the rule.
  - Mazin noted the postings were defective due to the process change.

- Steve Salloum noted that due to procurement policies, HR is not able to talk with vendor until selection process is completed.
- Both Stribula and Mazin suggested that dates for testing be included in future RFPs so as to comply with rule.
- Discussion took place as to what the RFP should include for future testings – times, dates, specific policies (criminal codes, vehicular codes, etc) to ensure vendor has all the information necessary to provide complete packet.
  - Stribula suggested that dates should be defined in the RFP and that administration define the study materials.
- Matthews suggested an amendment to current posting. Brace noted that an amendment does not change the date. Matthews made it clear that the amendment was not to get four (4) people who just missed the timeline on the list – but to clear up a deficiency.
- Brace suggested the posting be pulled.
- Additional discussion of Rule Three (Discipline) in regards to years of experience and how that is applied (years of experience at beginning of posting or is intent to be at end of posting?).

Stribula noted that this is a procedural matter and as it is not on the agenda, no action can be taken at this time.

It was determined that the Lieutenant eligibility posting would be reposted. Brace commended Steve for bringing this matter to the attention of the board.

- **APD Sergeant Promotion Oral Examination Questions**

- A review with Aspirant representative John Stringer took place via Teams. Stringer went through the breakdown of the questions and the rational behind them, including scoring (what evaluators should be and are looking for).
  - Questions are set up to address leadership and scenario-based responses (decision making).
- The rubric was also reviewed.
- Brace asked who the evaluators would be and how that works over a period of more than 1-2 days.
  - Stringer stated that a list of people are provided to the vendor of their availability for evaluating the test; the same people who are available all three days are chosen as evaluators to maintain consistency.
    - Evaluators have a variety of experiences (some might be SWAT, some VICE, Patrol, etc)
  - There are five (5) questions total and the highest score per question is five (5). Half-points are allowed.
    - Stribula pointed out that the current rules require a 100 point scale.
      - Stringer explained that 25 points would then equal 100 points
- Brace asked about leading questions that would allow candidate to ramble on – Stringer stated none of the questions are leading.

There being no further discussion about the presentation, Stribula moved the meeting out of executive session at 12:24 p.m.

**MOTION: Brace moved to accept the oral questions as presented and proposed. Felton seconded. Motion passed 3-0 with Blount voting in the affirmative.**

No further discussion took place and the meeting was adjourned at 12:30 p.m.

Next Meeting: Special Executive Session has been scheduled for Thursday, December 18, 2025 via TEAMS call.

**Executive session ended at 11:46 a.m.**

**Minutes submitted by: Stella Oakman**