



# CITY OF AVON

36080 Chester Road · Avon, OH 44011 · Phone (440) 937-7800 · Fax (440) 937-7824 · [www.cityofavon.com](http://www.cityofavon.com)

## AVON CIVIL SERVICE COMMISSION MEETING NOTICE

**TO:** AVON CIVIL SERVICE COMMISSION  
Peter Kratt  
Tony Sarraino  
Alan Wojciechowski

**DATE:** Tuesday, April 13, 2021

**TIME:** 10:00 AM

**PLACE:** Avon City Hall – Council Chambers

**AGENDA:**  
Approve minutes of March Meeting  
Approve Labor & Clerical Eligibility List  
Approve Police Chief Eligibility List  
Declare the Avon Assistant Fire Chief Eligibility List of 5/13/20 exhausted  
Approve new exam and exam notice for Assistant Fire Chief and declare eligible candidates

**cc:** John Gasior, Law Director  
Duane Streator, Safety Director  
Chief Bosley  
Chief Swope  
Diane Szlempa, HR  
Rose Seighman, Secretary

**AGENDA  
CIVIL SERVICE COMMISSION MEETING  
TUESDAY, APRIL 13, 2021 AT 10:00 AM  
AVON CITY HALL – COUNCIL CHAMBERS**

- 1) **CALL TO ORDER**
- 2) **ROLL CALL**  
P. Kratt, T. Sarraino, A. Wojciechowski
- 3) **ADDITIONS/DELETIONS TO AGENDA**  
Motion:                      2<sup>nd</sup>:                      Vote:
- 4) **APPROVE MINUTES OF MEETING OF MARCH 8, 2021**
- 5) **OLD BUSINESS**
- 6) **DISCUSSION ITEMS**
- 7) **ACTION ITEMS**
  - a. Approve Clerical & Labor Eligibility Lists
  - b. Approve Police Chief Eligibility List
  - c. Declare the Avon Assistant Fire Chief Eligibility List of May 13, 2020 exhausted
  - d. Approve new exam and exam notice for Assistant Fire Chief and declare eligible candidates
- 8) **CHAIRMAN'S COMMENTS**
- 9) **GENERAL COMMENTS**
- 10) **NEXT MEETING DATE**
- 11) **MOTION TO ADJOURN**  
Motion:                      2<sup>nd</sup>:                      Vote:

**MINUTES OF MEETING  
AVON CIVIL SERVICE COMMISSION  
Held Monday, March 8, 2021**

**AVON CITY HALL**

**CALL TO ORDER**

The meeting was called to order at 10:00 A.M. by Peter Kratt, Chairman of the Civil Service Commission.

**ROLL CALL**

Present: Chairman Peter Kratt and Commissioners Alan Wojciechowski

In attendance: Safety Director Duane Streater, Law Director John Gasior, Fire Chief Frank Root, Police Chief Richard Bosley, Assistant Fire Chief Dave Swope, Fire Captain Panehal and Recording Secretary, Rose Seighman

Absent: Tony Sarraino

**ADDITIONS/DELETIONS TO AGENDA:**

*Mr. Wojciechowski made a motion to accept the agenda as published. Mr. Kratt seconded and the motion passed 2-0.*

**APPROVE MINUTES OF MEETING OF 2/1/2021:**

*Mr. Wojciechowski made a motion to approve the minutes from the meeting of 2/1/2021. Mr. Kratt seconded and the motion passed 2-0.*

**DISCUSSION ITEMS:**

**ACTION ITEMS:**

Approve Fire Chief Eligibility List

Mr. Kratt asked if Mr. Streater had any comments about this eligibility list and Mr. Streater answered no, but did explain that Rose received the results from Prado and she created the eligibility list based on those results.

*Mr. Wojciechowski made a motion to approve the Fire Chief Eligibility list and Mr. Kratt seconded it. The motion passed 2-0.*

### Approve Police Chief Exam

Mr. Kratt said that this was a bit of a surprise and asked if anyone would like to give details. Mr. Streator explained that since Chief Bosley expressed to the Mayor and him his intent to retire at the end of June, they are asking the Commission to approve an Exam for the Police Chief. This process will be similar to what they just started a couple of months ago when we needed to have a Fire Chief exam with the announcement of Chief Root's upcoming retirement. He is asking the Commission to approve the posting of the Police Chief Exam using the Pradco company to administer the assessment. Similar to the Fire Chief Exam, this will only be an assessment and there will be no written component. Mr. Streator said he has already spoken to the 4 candidates that are eligible to sit for this exam and they are in agreement to forego the written exam, it was actually their suggestion not to have the written part. The difference between the Fire and Police exams is that in the Ohio Revised Code, it states that a written component is required for the Fire Exams, which made it necessary for us to get signed waivers from those candidates to not have the written exam, but the Ohio Revised Code does not state a written exam is required for the Police, so we do not need to have the candidates sign waivers.

At this point, Mr. Sarraino entered the meeting. Mr. Kratt caught him up on what we had gone over so far and then Mr. Streator continued.

Mr. Streator said that they have met with the 4 candidates eligible to take the exam and all four have agreed to waive a written test, so we will go with the results from the Prado assessment, just as we did with the recent Fire Chief exam. Mr. Kratt said that being a retired lawyer, he has to ask, do we need a signed waiver regarding this? Mr. Streator answered that since the Ohio Revised Code does not require a written portion for the Police exams the way it does for the Fire exams, we do not need a waiver from these candidates. Mr. Kratt asked if Mr. Gasior had any comments regarding this and he did not.

Mr. Kratt had a couple questions on the Police Chief Process Assessment sheet. On Step 1, it says that Pradco will also "talk with organization representatives to understand the culture, ...", who would those representatives be? Mr. Streator answered that it would be himself, the Mayor and current Chief to establish certain criteria that we are looking for in the new Chief of the Department. In Step 2, first bullet point states "Leadership Assessment which includes and emotional intelligence component". Mr. Kratt is wondering if a word or two were missing from that line. It was determined that the word "and" in that sentence should have been "an". In Step 5, Mr. Kratt wanted to confirm where it says "Pradco professionals will schedule a time with key organizational leaders to discuss...", those leaders were the Mayor, Mr. Streator and our current chief. Mr. Streator said that is correct.

Mr. Kratt then asked if Mr. Streator is looking for the Commission to approve a Police Chief Exam be held and Mr. Streator said that is right. Mr. Streator said with the Commission's approval, he will start to work with Pradco to schedule dates for the exam.

Mr. Gasior asked if this exam will keep all candidates anonymous while the assessment takes place. Mr. Streator said that is correct, just like the Fire Chief exam, the candidates will not be known by name but by the last four digits of their social security number.

***Mr. Sarraino made a motion to approve the Police Chief Exam and Mr. Wojciechowski seconded it. The motion passed 3-0.***

**CHAIRMAN’S COMMENTS:**

Mr. Kratt had no comments himself but asked if Police Chief Bosley had anything to say. Chief Bosley said he did not. Mr. Kratt stated it was a pleasure working with Chief Bosley the last several years and wished him good luck.

**GENERAL COMMENTS: None**

**NEXT MEETING DATE:**

Monday, April 5, 2021 at 10:00 A.M.

- After the meeting, Mr. Kratt let Rose Seighman know that there was a conflict with a commission member on this date. We switched the date to April 12<sup>th</sup>. All Commission members along with the law director, Police Chief, Fire Chief and Safety Director were notified.
- The April meeting date was changed again on 3/31/21 in order to accommodate approving the Police Chief Exam results. The new date is April 13, 2021 – same time and place.

**ADJOURN:**

Following a unanimous vote, today’s meeting was adjourned at 10:10 A.M.

**PASSED:** \_\_\_\_\_ **SIGNED BY:** \_\_\_\_\_

Peter Kratt, Chairman

**ATTEST:** \_\_\_\_\_

Rose Seighman, Recording Secretary

- C: John Gasior  
Safety Director Duane Streator  
Chief Bosley  
Chief Root  
Rose Seighman