

MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Wednesday, January 6, 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 Commissioner Alan Wojciechowski

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

Not Present: Commissioner 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 10/14/2020:

Mr. Kratt explained that the minutes from the October 14th meeting were approved via email in December pursuant to Mayor Jensen's Emergency Order to cancel the December Civil Service meeting due to the Covid pandemic. Documents were handed out to the Commission detailing these actions.

Mr. Wojciechowski made a motion to approve those documents. Mr. Kratt seconded and the motion passed 2-0.

DISCUSSION ITEMS:

Fire Chief Exam & Notice of Examination

Mr. Kratt asked Rose to start the discussion on these two items. Rose explained that we are asking the Commission to approve a Fire Chief Exam since Chief Root announced he is retiring in April. Safety Director Streater went on to explain that with the upcoming promotional Fire Chief Exam, there are a couple of Rules that come into play. The Ohio Revised Code 124.45 states the Fire Chief Exam shall include a written testing component. Our proposal to the Commission is to waive that requirement because a written exam was administered when we tested for the Assistant Chief position less than one year ago, which the candidates have taken. The second reason is that given Chief Root will retire in April, we are under a time constraint with our rules that require us to give a 45-day notice to candidates.

That, along with the actual testing, then the time it takes to score the candidates, it will easily be a 3-month process. The scoring for the Assistant Chief written exam was 40%, and Assessment was 60%. With the upcoming Chief's exam, the Administration wanted to go with a 20% on the written exam and 80% on the Assessment. Since the written exam wasn't going to have the majority of weight attached to it, Mr. Streater asked the candidates how they felt about waiving the written exam. The Law Director and Safety Director drafted a waiver for them to waive the written component of ORC 124.45. If approved by the Civil Service Commission, they would like to use Pradco as the administrator for the Assessments and they will count as 100% of the exam.

The Law Director is requiring the addition of one line of text to the Notice of Examination that you have been given to approve. Mr. Gasior explained that a sentence needs to be added to the Notice saying "there will be no pre or post grading inspection of questions and answers." Mr. Kratt asked if he is asking the Commission to approve the Notice of Examination WITH that addition. Mr. Gasior said yes and went on to explain that Rule 4 Section 9 Subsection B second paragraph explains - when an examination like this is administered, with no written portion, it's audio or video with no study materials provided, the notice of examination must contain 1) clear statement that such an examination is being conducted (which we have covered in our Notice of Exam) and 2) **what, if any post grading inspections of questions and answers are permitted by the company.** Number 2 is what we need to add to the Notice of Exam.

Mr. Kratt asked Mr. Gasior if we need to approve a waiving of this rule or would adoption of the Notice of Exam be sufficient. He responded the adoption of the Notice of Exam is sufficient.

Assistant Fire Chief Swope approached the podium asking if the Pradco design is the reason we can't look at the assessment after? Mr. Streater explained that yes, on the Examination Notice it explains what the Pradco process is. There are no questions or answers that are similar to a written test. Mr. Swope asked "then we are graded on what?". Mr. Streater explained it is based on a Quick View Leadership Assessment, an Enhanced Survey and a General Personality Test, similar to the Assessment that was taken for the Assistant Chief Assessment portion. Mr. Swope thanked the Safety Director and said that answered his question. Mr. Gasior pointed out that the Company would not allow us to have pre or post grade inspections anyhow. Our Civil Service rule was created to cover this situation where you have propriety information from the company and the process is not a written exam in the traditional sense, with multiple choice questions. This is why we need to add the one line of text explaining that in the Examination Notice.

ACTION ITEMS:

Elect a Chairman for 2021. Mr. Kratt asked if there was a nomination for the Chairman. Mr. Kratt asked Mr. Gasior to confirm that we can elect a new Chairman with only 2 members in attendance. Mr. Gasior confirmed that we can.

Mr. Wojciekowski nominated Mr. Kratt for Chairman. There were no other nominations. Mr. Kratt accepted the nomination.

Mr. Wojciekowski made a motion nominating Mr. Kratt and Mr. Kratt seconded it. The motion passed 2-0.

Approve Fire Chief Exam

Mr. Kratt is asking if we are approving the setting of the date for the exam. Mr. Streator explained we don't have an exact date yet. Mr. Kratt said that we are approving the Safety Director to move forward with the testing company and set testing dates for the exam.

Mr. Wojciekowski made a motion for the Safety Director to hire Pradco to administer the exam and set the date for the Fire Chief Exam as well. Mr. Kratt seconded and the motion passed 2-0.

Approve Notice of Examination for Fire Chief Exam

Mr. Kratt explained we will be approving the Notice of Exam that was handed out to each Commissioner, with the addition of the language discussed earlier by Mr. Gasior (no pre or post grade inspections).

Mr. Wojciekowski made a motion to accept the Fire Chief Notice of Examination. Mr. Kratt seconded and the motion passed 2-0.

CHAIRMAN'S COMMENTS:

It's good to see Mr. Gasior back. He also wanted to thank Chief Root and his father for the many years of service to the city. It will be strange to have a Fire Chief in Avon with a name that is not Root!

GENERAL COMMENTS: None

NEXT MEETING DATE:

Monday, February 1, 2021 at 10:00 A.M.

ADJOURN:

Following a unanimous vote, today's meeting was adjourned at 10:15 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