

**MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Monday, January 6, 2025**

AVON CITY HALL

CALL TO ORDER

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

ROLL CALL

Present: Chairman Peter Kratt and Commissioners Alan Wojciechowski and Bill Greaney

In attendance: Police Chief Daniel Fischbach, Fire Chief David Swope, Safety Service Director Duane Streator, Law Director John Gasior, and Recording Secretary Diane Szlempa

Absent: None

ADDITIONS/DELETIONS TO AGENDA:

Mr. Kratt asked if there were any additions or deletions to today's agenda, there were none.

APPROVE MINUTES OF MEETING OF 12/2/2024:

Mr. Greaney made a motion to approve the minutes from the meeting of December 2, 2024. Mr. Wojciechowski seconded, and the motion passed 3-0.

ACTION ITEMS:

Appoint 2025 Chairperson

Mr. Wojciechowski nominated Mr. Kratt for chairperson for 2025, Mr. Greaney seconded, and the motion passed 2-0, Mr. Katt abstained.

Certify Updated Clerical Eligibility List

Ms. Szlempa updated the commission on the list stating that 0 names have been added and 2 names which expired have been removed.

Mr. Greaney made a motion to approve the updated Clerical Eligibility List. Mr. Wojciechowski seconded, and the motion passed unanimously 3-0.

Certify Updated Laborer Eligibility List

Ms. Szlempa updated the commission that no names were added, and 3 names which expired were removed from the list.

Mr. Wojciechowski made a motion to approve the updated Laborer Eligibility List. Mr. Greaney seconded, and the motion passed unanimously 3-0.

Remove names from the Entry Police Eligibility List

Mr. Kratt asked Chief Fischbach to speak about the name removals. He stated that the department has diligently been working through the lists, both entry and lateral. Chief has one open position where a conditional offer has been extended to a candidate from the entry eligibility list. We are waiting on the results of the conditional offer background checks before making a final decision. The removals are results of a candidate asking to be removed from the list, the candidate not meeting our standards, or they simply have not responded to multiple requests for communication.

Mr. Greaney made a motion to remove the names from the Police Entrance Eligibility List. Mr. Wojciechowski seconded, and the motion passed unanimously 3-0.

Remove names from the Lateral Police Eligibility List

Chief Fischbach recalled the same reasons for removal as stated in the past. Mr. Kratt asked about the reorganization of the department that was discussed during the last meeting. Chief stated that it is still in the works as they work through some administrative details. Mr. Kratt inquired about whether adding additional staff will be needed when the promotions are approved. Chief specified that no more staff will be added to the agency. There will be 50 full time sworn officers, and he is comfortable with the current staff level. Any increase in staffing will depend on the future growth of the city.

Mr. Wojciechowski made a motion to remove the names from the Police Lateral Eligibility List. Mr. Greaney seconded, and the motion passed unanimously 3-0.

Remove names from the Entry Firefighter Eligibility List

Chief Swope said that the department has not removed any names other than the 1 candidate who was recently hired. Mr. Kratt asked how many names are still on the list. Chief explained that many of the names on the list do not meet the minimum required certifications to be able to be appointed. Those candidates have not been contacted and will not be considered until they meet those requirements. If the department finds that they will need to hire, they will go back and look at the candidates who are eligible. The list is still good and has plenty of names on it. Mr. Greaney asked if the newly hired candidate is already working. Chief confirmed with Ms. Szlempa of the candidate in question and verified that they are currently on shift. Mr. Greaney wondered if the candidate was a part time employee with us before being hired full time. Chief stated that no they were not and that it is difficult to obtain part time employees with so many full-time job opportunities out there. Mr. Greaney checked to see if we hire part time firefighters. Chief specified that yes, we do, they need to have the same qualifications as a full-time firefighter/paramedic. The department has had some applications come through for part time, but after speaking with the applicants, they have been in process for a full-time position or on a list with other agencies. Mr. Gasior asked when a candidate is being interviewed, how many lists, on average, are they on. Chief stated that this is an unprecedented time, and most applicants are on about 3 lists.

Mr. Greaney made a motion to remove the name from the Firefighter Entrance Eligibility List. Mr. Wojciechowski seconded, and the motion passed unanimously 3-0.

Any additional comments from the audience?

Mr. Streater wanted to thank the commission for all the work they do. In both, police and fire, it is challenging to get the best candidates that we can without reducing our standards so that we can have the best employees. Mr. Gasior said Happy New Year and he would like to second what Mr. Streater said.

NEXT MEETING DATE:

Next meeting is set for Monday, February 10, 2025, at 10:00 A.M

ADJOURN:

Following a unanimous vote, today's meeting was adjourned at 10:11 A.M.

PASSED: _____ **SIGNED BY:** _____

Peter Kratt, Chairman

ATTEST: _____

Diane Szlempa, Recording Secretary

Cc: John Gasior
Safety Director Duane Streater
Chief Fischbach
Chief Swope
Diane Szlempa