

MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Tuesday, January 11, 2022

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 and William Greaney

In attendance: Fire Chief Swope, Police Chief Fischbach, Safety Director Streator, Law Director John Gasior and Recording Secretary, Rose Seighman

Clerk's Note: This meeting was originally scheduled for Monday, January 10th but was rescheduled to Tuesday, January 11th due to a conflict with one of our Commissioners.

ADDITIONS/DELETIONS TO AGENDA:

Mr. Wojciechowski made a motion to accept the agenda as published. Mr. Greaney seconded and the motion passed 3-0.

APPROVE MINUTES OF MEETING OF 12/6/2021:

Mr. Wojciechowski made a motion to accept the minutes from the meeting of 12/6/2021. Mr. Greaney seconded and the motion passed 3-0.

OLD BUSINESS:

Mr. Kratt asked Rose when the Civil Service Commission Annual Report is due. Rose answered that it is due in April.

DISCUSSION ITEMS: None

ACTION ITEMS:

Appoint a Chairperson for 2022

Mr. Kratt asked if there is a motion to appoint a Chairperson for the 2022 year. *Mr. Wojciechowski made a motion to appoint Mr. Kratt as the Chairperson for 2022. Mr. Greaney seconded and the motion passed 2-0. Mr. Kratt abstained.*

Approve updated Labor & Clerical Eligibility Lists

Rose explained that our Labor Eligibility List has one name added and we took five names off. Of the five names that we removed, we hired three, two in our Utilities Department and one in our Parks Department, the remaining two were removed because they were on our list more than two years.

Our Clerical Eligibility List had no names removed from the list, but 32 names were added. This was due to our job posting for the opening in the Planning Clerk/Secretary position. We only had six names on our list, so we advertised for this position in the newspaper and online and we received 32 applications. Now we have a total of 38 names on our Clerical List.

Mr. Greaney made a motion to approve the updated Labor & Clerical Eligibility Lists. Mr. Wojciechowski seconded and the motion passed 3-0.

Certify Firefighter/Paramedic Eligibility List

Chief Swope reported that Diane and Rose worked tirelessly to verify and check that all extra credit points were added to the raw scores properly to create the Eligibility List. Mr. Kratt asked if there were any issues or questions from the candidates and Chief Swope said a small clarification had to be made with one candidate but that was it. He also indicated that because the Examination Notice was thorough, he was sure that helped the entire process as well. Mr. Greaney asked if anyone tried to get in late. Chief answered that nobody came to the test late, but on the last day of accepting applications and payment, there were several candidates that were scrambling to get those things in. Right now, payment needs to be made in person at City Hall, we will be working with our IT Department to find a way to pay online. It was spelled out in the Examination Notice that payment had to be made at City Hall. We did have a few that rushed in to pay and a couple that never did pay, so they missed out on taking the exam. Chief thinks we had a couple that were registered and did not show up. Rose said we had at least one candidate that was registered but did not show up. She also explained that the list the Commission will certify today has 34 names on it, however 36 showed up and took the exam, but 2 failed to reach the passing score of 70% to be on the list. Chief Swope said that 34 is a good number of candidates to start with.

Mr. Wojciechowski made a motion to certify the Firefighter's Exam results. Mr. Greaney seconded and the motion passed 3-0.

CHAIRMAN'S COMMENTS:

Mr. Kratt asked for an update from Police Chief Fischbach. Chief indicated that as he has said at previous meetings that the current eligibility list will expire in October of this year if we don't have a new exam before that. He said many candidates have asked to be removed from the list, people have found jobs elsewhere or they have decided to not pursue a career in law enforcement. Not everyone gives them reasons when they ask to be removed from our list. He is scheduled to have four more new hires this year, so he is actively interviewing. There were more candidates on the Entrance List than the Lateral List. They have almost exhausted the Lateral List. The concern with the Entrance List is if the candidate does not have their OPOTA certification, then that greatly delays the time that it takes to put them on the road and time is something we don't have. We hope to get two candidates off our current lists. His hunch now is that he will come to the Commission in the spring for a new exam. He hates to wait until mid-year to ask for a new exam because it takes time once the Commission approves the new test to get it scheduled, advertised, etc. He doesn't believe he could hire the four new officers before the end of the year if they wait that long to have the exam. So right now, he does see having another exam before the

current list expires in October. He hopes to hire two officers off the current list and then two more officers off a new list. The Fire Department just certified 34 names on their Eligibility List, that would not be a good number for the Police Department. We wash out more candidates than we can hire, through our background process and our interview process, we have very stringent background processes. His concern is that he knows what they have now which is a list that has a decent number of candidates on it, although we do know once we start contacting them, many will not be available. But if we have a new test, we do know that for police agencies in our area, they are not seeing a good turnout for the entrance exams. Mr. Kratt asked if the low turnout is something that has just been happening recently? Chief answered it's probably been the past two years and it's on a national level, as well as us seeing it here locally. He has said before that law enforcement is not the job it used to be, there aren't as many candidates. When he started, he said it wasn't unusual to see 200, 300, 400 candidates show up for an exam for an agency that was hiring one officer. We are hiring four people for this year alone and some agencies are happy with 30 candidates. That has been a dramatic shift in the interest of jobs in law enforcement.

Mr. Greaney asked if the four positions we will be hiring for this year are due to retirements, etc. Chief answered that no, these four positions are adding to our staff, we are trying to increase our numbers. These will not be replacing staff that might be retiring or leaving for medical reasons. Over the next two years, we will probably need 8-10 new staff members. Mr. Greaney asked if the other four new staff members would be from those retiring. Chief said, potentially, yes. Between officers qualifying to retire and those that might need to retire due to medical issues, we could potentially need another four hires in the next two years. Most guys now, once they hit the time when they qualify to retire, they aren't sticking around to put in extra time, they retire.

Mr. Wojciechowski asked how many years an officer needs for full retirement. Right now, guys that are looking at retiring are grandfathered in at 48 years old and 25 years of service. Guys coming in now need to work longer and be older in order to see a full pension.

Mr. Kratt asked if Mr. Streator had anything to add. Mr. Streator stated that we've been working through this process to try and get the best candidates off that list. We are trying to add to our ranks in both the Police and Fire Departments. He thinks it is of the utmost importance to get the right candidate, not just a candidate. Hiring these staff members is really an investment, a multi-million dollar investment in the city. We are thankful to the Commission for working with us and getting us through this.

GENERAL COMMENTS:

NEXT MEETING DATE:

Mr. Kratt said he will be gone for three weeks in February and asked if having the meeting on Monday, February 28th would work. Chief Swope indicated that the hiring process is quite lengthy and said he hoped to be able to have something for them by February 28th. Chief Swope then indicated that he does not need to come to the Commission with any of his potential hires, as they are hired through the Mayor's office, so the next Meeting date won't matter to him.

Mr. Kratt asked Mr. Gasior for any of his observations. Mr. Gasior said the only thing he can think of is that we elected a Chairperson for 2022 at this meeting, and perhaps we should elect a Chairperson Pro Tem as well, in case you can't make a meeting, someone needs to Chair that meeting. Mr. Kratt asked if we can do it now? Mr. Gasior said we can add it as item 10a and will reflect this in the minutes. We will nominate Chairperson Pro Tem, see who gets nominated and vote. Mr. Gasior would also like the Chiefs

and Mr. Streater to stay once the meeting has ended and he'd like to go over some rule items with all of them. And he said as far as the next meeting date goes, the Eligibility List has been certified by the Commission today, so the Fire Department can move forward and hire off that list, they won't need to come before the Commission again. Mr. Kratt asked Rose if she knows of any reason why they couldn't have a meeting in late February or early March and she said no. She said we have already wrapped up the Fire Exam and certified the list, so, until the Police ask for another entrance exam, there is nothing the Commission will need to take action on.

Mr. Kratt asked to amend the agenda and made a motion to elect a Chairman Pro Tem.

Mr. Kratt made a motion to amend the agenda and elect a Chairman Pro Tem. Mr. Wojciechowski and Mr. Greaney voted in favor and the motion passed 3-0.

Mr. Kratt made a motion to nominate Mr. Greaney to be Chairman Pro Tem. Mr. Wojciechowski seconded and the motion passed 2-0.

Mr. Kratt than asked if the next meeting date of Monday, March 7, 2022, would be good for everyone. That date was good for everyone.

Next meeting is Monday, March 7, 2022 at 10:00 A.M.

ADJOURN:

Following a unanimous vote, today's meeting was adjourned at 10:20 A.M.

PASSED: _____ **SIGNED BY:** _____

Peter Kratt, Chairman

ATTEST: _____

Rose Seighman, Recording Secretary

C: John Gasior
Safety Director Duane Streater
Chief Fischbach
Chief Swope
Rose Seighman

Clerk's Note: The Civil Service Commission Meeting was reconvened.

Mr. Kratt reconvened the Meeting of the Civil Service Commission at 10:30am on Monday, January 11, 2022. He said there is one item that we became aware of that should have been included on the agenda. We need to abolish the Firefighter Eligibility List that was certified on October 14, 2020. Is there a motion to reconvene?

Mr. Greaney made a motion to reconvene the meeting of January 11, 2022. Mr. Wojciechowski seconded and the motion passed 3-0.

Mr. Kratt asked for a motion to abolish the Firefighter Eligibility list that was certified on October 14, 2020.

Mr. Greaney made a motion to abolish the Firefighter Eligibility List certified on October 14, 2020. Mr. Wojciechowski seconded and the motion passed 3-0.

Following a unanimous vote, the reconvened meeting was adjourned at 10:33 A.M.