

**MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Wednesday January 17, 2024**

AVON CITY HALL

CALL TO ORDER

The meeting was called to order at 10:30 A.M. by Peter Kratt, Chairman of the Civil Service Commission.

ROLL CALL

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

In attendance: Police Chief Fischbach, Fire Chief Swope, Recording Secretary Diane Szlempa

Absent: Law Director John Gasior and Safety Service Director Duane Streator

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 12/4/2023:

Mr. Wojciechowski made a motion to approve the minutes from the meeting of 12/4/2023. Mr. Greaney seconded and the motion passed 3-0.

ACTION ITEM:

Appoint 2024 Chairperson

Mr. Wojciechowski nominated Mr. Kratt for chairperson for 2024, Mr. Greaney seconded and the motion passed unanimously 2-0.

Certify Updated Clerical Eligibility List

Ms. Szlempa updated the commission on the list stating that 29 names have been removed from the list and 1 name has been added. Mr. Kratt inquired as to why so many names were removed. Ms. Szlempa stated that they were on the list for 2 years. 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 6 names were added, no names were removed, and 4 of the applicants are working part time for us.

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

Chief Fischbach stated that the trend continues, we continue to go through both lists, both lateral and entry, you can see in front of you that we have a pretty decent size list to be removed the vast majority of them are due to the candidates requesting to be removed from the process. He looked at both lists this morning, the vast majority of them have stated they accepted job offers at other agencies reasonings to be taken off the list. Some haven't responded to us at all, so we don't have a reason. In past meetings we have said some don't meet our standards, some just don't respond back to us when we try to reach out to them to begin the process. That would be the reasoning to have these names taken off the list at this point. Mr. Greaney stated that the list keeps getting shorter. Chief agrees, unfortunately. Chief asks if they would like to vote on the lists because he would like to have a quick discussion about the current status of both lists and where we are at.

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

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.

Mr. Kratt give the floor to Chief Fischbach. Just to give you an update where we are at the entry level we are at candidate 42 out of a total of 52. The list was certified as of August of last year, so we are quickly exhausting that list. We definitely anticipate having to do another list before August, at the very latest August. We definitely will not be requesting that this list be extended for a second year. Which would be an option, but we do not see these lists lasting that long anymore because of the smaller pool of candidates. We are not there yet, but we do anticipate probably within the next couple months of doing another entry level exam through National Testing just to get a refresh of that list. As for the laterals, they continue to come in slow, kind of as expected. We are working off of both lists, we did give a conditional offer of employment last week to a candidate from the entry level list. We just got the final psychological back this morning. So, we will be giving him a final job offer hopefully this week, if not early next week. So we do continue to go back and forth between the entry and the lateral as we had hoped. We are looking at 2 very good viable candidates off the lateral list currently. There is a good possibility that we will be asking the commission to suspend the rule that we have to go one for one lateral/entry level. We just wanted to throw that out there to see if you had any questions about that. We're not prepared to ask for that today just yet. We don't want to do that if we don't have to. We don't want to give the impression that we are trying to supersede that rule. That is not our intention. We think we have been doing a good job being able to go... Mr. Kratt asked if the law director is aware that you are thinking that way. Chief answered yes, when we first started with this lateral process, we knew that would become a potential option if it came to it to try to keep our ranks up to where we need to. We mirrored this lateral process from the City of Westlake, and they actually did the same thing. On the day they created their lateral process, they suspended that rule because of the situation we are all in with trying to get viable candidates. He doesn't want to ask for that just yet. We just wanted to bring it to your attention that there is a good possibility if this progresses the way we see it is, we might be asking the commission to consider that at the next meeting. Does the commission have any questions about that? Should we ask for that? The way it is shaking out is as the candidates come to us and which list they are on and which ones are meeting out standards and getting through our background process. If there is a situation where there are 2 good viable lateral candidates, we want to be able to make the offer as quick as possible. One candidate is also in Westlake's process. As we have talked about, it is literally a competition of who can get to them quicker. If that option is there, we would like to exercise it to get 2

laterals at the same time instead of having to go back and forth. Mr. Greaney asked if these are 2 candidates that are at other departments now. Chief stated yes, they are both coming from lateral. They are current active officers at other agencies. They both have gone through the interview process. They are both in the background process right now which we are trying to expedite that without cutting corners. If they are viable to us, they are most likely viable to other departments if they are on their lists. Mr. Kratt stated that the department will need to be prepared to act very fast. Chief agreed, extremely. It is the job market we are in. Westlake is our closest and best competition because they are a larger city and can offer more benefits. Most will go to the department that gives them the job offer first. Not all candidates, the gentleman that we gave the conditional offer to received a job offer from a local city before us and made the risk to decline hoping he would get an offer from us. He felt we were a better employer. Would hate to lose out on viable candidates just because we couldn't hire 2 laterals in a row. We are still using the civil process as it was intended, we are not shirking the commission. It just gives us the ability to grab 2 laterals in a row instead of having to go every other especially if we don't have a viable candidate off the entry level next up in line to grab. Mr. Greaney stated that our next meeting maybe deeper into February because of some other issues. If you feel we need to meet again before that time, you should reach out to us and we can make ourselves available to discuss it further with you and possibly have a special meeting. Chief, ok, we don't want to do it unless it is needed. Both lists have value and benefit. Would like to wait until last minute to make sure there are 2 viable candidates that have actually made it through our background, and we are in that situation. We would wait until then to ask that. Other cities have done this without issues so we would not be setting a precedent. Mr. Kratt would like to be sure that the law director is familiar with the process and is comfortable.

Update on the Fire AC Promotional Exam

Chief Swope stated that we are halfway through. They have completed the written exam a couple of weeks ago. All 4 candidates did well and passed. Scores were separated by maybe 10%. There was a tie for first and second place. Once you actually looked at the individual books, their scores were different. It was just ironic that they missed the same number of questions out of 150 that got them to a tie. It is even better that we have the second part that comes up next, which is the Assessment Center. The written part is done. They will go the assessment center on the 23rd and then that will assess their skills in dealing with different situations, different strategic, operational, and civil situations. Can they multitask, how they treat people, work on a shift, and then some administrative skills. We should get the results after about a week or so. Then later they will get a personal copy of how they did on the assessment, what to improve on a self-help part. We will have the results before that. It will be the completion of the test. Seniority points will need to be added, all are maxed out on the points. We will need a couple of days for that and then you will be able to vote on the ranking. Mr. Kratt's understanding that it would be helpful to you to move the February meeting. Chief said that the person who is in charge said that it would be about a week or so. The meeting would normally be on the 5th, but he knows that it will take a bit to get the scores together. Not opposed to moving it a week just to make sure that we have everything, and everyone has the time. Ms. Szlempa stated that ranking will come sooner than the summations. Chief agrees. According to the former civil service secretary, they stated that the commission likes to review that during the process and that is why we may need to move the meeting in order to receive those in. Chief says the summation is received by the city, but they will not be available for about 6 weeks. The ranking with the actual how they scored in each category would be a lot quicker than that. We would be able to get those within that week at least. The information needed should be within that first week. Doesn't want to throw anything off either. Mr. Kratt states that we talked about it earlier and we are looking at holding it on Valentine's Day, February 14th. And as Mr. Greaney said, we could have a special meeting. Chief Fischbach doesn't think that moving it one week is going to be a issue since there are still things the department is working on with the candidates. Chief Swope agrees that we can move it. That should give us plenty of time to get all the results back and let

everything get put together as far as their actual ranking on the list with eligibility points or anything like that. Mr. Kratt checked to see if anything else was going to be coming up in the fire department they should know about. Chief said that the entrance firefighter list expires as of this month and will talk about it next month. By next meeting he should know (about the testing company) as well.

Any additional comments from the audience?

Mr. Greaney would like an update on how many officers we are short now. Chief Fischbach asserted that as of today we are down 3 full timers, and it is anticipated that 2 and most likely 3 to leave the first quarter of this year to take federal law enforcement jobs. If no one is replaced between now and then, the department will be down 6 in a short time.

NEXT MEETING DATE:

Next meeting is set for Wednesday, February 14th, 2024, at 10:30 A.M.

ADJOURN:

Following a unanimous vote, today's meeting was adjourned at 10:47 A.M.

PASSED: _____ **SIGNED BY:** _____

Peter Kratt, Chairman

ATTEST: _____

Diane Szlempa, Recording Secretary

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