

MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Monday, February 1, 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 and Tony Sarraino
In attendance: Safety Director Duane Streator, Fire Chief Frank Root and Recording Secretary, Rose Seighman

ADDITIONS/DELETIONS TO AGENDA:

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

APPROVE MINUTES OF MEETING OF 1/6/2021:

Mr. Wojciechowski made a motion to approve those documents. Mr. Sarraino seconded and the motion passed 3-0.

DISCUSSION ITEMS:

Fire Chief Exam & Pradco Process

Mr. Kratt asked Mr. Streator for an update on this. Mr. Streator stated the process is ongoing. We had two candidates that elected to take the Fire Chief Exam. They have finished the assessment process with Pradco and we are now awaiting the results of this assessment. We anticipate results to be sent to us late this week or early next week. Mr. Kratt asked for confirmation that the written component of the Exam was waived by both of these candidates. Mr. Streator replied that is true, there was no written exam and both candidates did waive that portion of the exam. The assessment required the candidate to fill out information online and then an interview process followed that. The interview portion was approximately 1.5 hours in length. That information is then all compiled and the results will be forwarded to us. Mr. Kratt said that last month it was mentioned that the process will take about 3 months. Mr. Streator answered that because we waived the written portion of the exam and did the assessment only, it did not take that long. Mr. Kratt asked if either candidate has expressed any concern about not being able to examine anything relating to this assessment/exam? Mr. Streator answered that no, after a quick review with both candidates, they are pleased with this process. They have not expressed any concern to the Safety Director or the Mayor. Mr. Kratt asked if there were any questions from the Commission members

about this, but there were none. Mr. Kratt then said that it looks like we won't have Chief Root around too much longer. Chief Root replied that no, it won't be much longer.

ACTION ITEMS:

Approve Labor and Clerical Eligibility Lists

Mr. Kratt asked Rose to please update the Commission on the Eligibility Lists. Rose explained that on the Clerical list, we had one person removed because her application was over two years old and we added two candidates. On the Labor list, we took four off the list, three because they were on the list more than two years and one came off because we hired that candidate. We added nine to the Labor list. Mr. Kratt asked if these are the complete lists and Rose responded they are. Rose explained that she spoke with our HR Coordinator, Diane Szlempa, and she did some research and it has been almost 5 years since we have hired a full time Clerical employee. These lists are good for two years, and with the expense of advertising, it would not be beneficial to advertise when we don't have positions available. Diane also looked at our current Clerical staff and she doesn't see anyone retiring in the near future, either. Our Clerical list will stay pretty small until we have a position available. Once that happens, we will advertise and that will add to our Clerical list.

Mr. Kratt then asked Rose if she knew of any items the Law Director would want to present to the Commission. Rose replied that she has spoken with the Law Director numerous times in the past month and he has not mentioned anything he wanted to bring to the Civil Service Commission. She did say that somewhere down the line, the Law Director would like to go over our Rules and update some items. But we haven't started that process or had any meetings regarding that yet.

Mr. Sarraino made a motion to approve the updated Labor & Clerical Eligibility lists and Mr. Wojciekowski seconded it. The motion passed 3-0.

CHAIRMAN'S COMMENTS: None

GENERAL COMMENTS: None

NEXT MEETING DATE:

Monday, March 8, 2021 at 10:00 A.M.

(Meeting time was changed to 2:00 PM after a Commissioner called after this meeting to say he had a conflict with the 10:00 AM time. We confirmed with other Commissioners via email that 2:00 PM would work.)

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