

MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Monday, April 13, 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 Streater, Law Director John Gasior, Police Chief Richard Bosley, Fire Chief Dave Swope, Mayor Bryan Jensen, William Greaney 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 3/8/2021:

Mr. Wojciechowski made a motion to approve the minutes from the meeting of 3/8/2021. Mr. Sarraino seconded and the motion passed 3-0.

DISCUSSION ITEMS:

ACTION ITEMS:

Approve Labor & Clerical Eligibility List

Rose reported that we added 8 new names on the Labor Eligibility List and we took off a total of 7 names: 2 were part time employees that have resigned, 4 were new hires for the city and 1 because they were on the list more than 2 years. Our Clerical Eligibility list has not changed since last quarter. No names were added and no names were taken off.

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

Approve Police Chief Eligibility List

Mr. Kratt asked Mr. Streator to speak about this. Mr. Streator explained that we received the results from the Police Chief Exam from Pradco yesterday and this Eligibility List reflects those results from the four candidates that participated in the assessment process. Mr. Kratt asked if there were any issues, questions or problems relating to the process. Mr. Streator answered that no issues were brought to his attention or the Police Chief's attention after the candidates received their results yesterday.

Mr. Sarraino made a motion to approve the Police Chief Eligibility List and Mr. Wojciechowski seconded it. The motion passed 3-0.

Declare the Avon Assistant Fire Chief Eligibility List of May 13, 2020 exhausted

Mr. Kratt asked Rose to update the Commission on this item. Rose explained that we do have a valid Assistant Fire Chief eligibility list and it has one name on it. That one candidate declined the position. Since there are no other names on the list, that list is now exhausted and a new exam is necessary.

Mr. Wojciechowski made a motion to declare the Avon Assistant Fire Chief Eligibility List of May 13, 2020 exhausted and Mr. Sarraino seconded it. The motion passed 3-0.

Approve new exam and exam notice for Assistant Fire Chief and declare eligible candidates

Mr. Kratt asked Mr. Streator for some background on this. Mr. Streator explained that this will be the same process we just used for the Fire Chief exam with a couple of small differences. Mr. Streator, Mr. Gasior and Chief Swope worked together to create the exam notice for the Assistant Chief exam. Mr. Streator spoke with the 3 eligible candidates (Captains) to take the exam. He spoke with the one captain that was on the current Asst Chief Eligibility List that declined the position as well as the other 2 candidates to see if they were interested in taking the exam. We could issue the exam notice to those 2 captains, but if only 1 of them was interested, we would need to open it up to the members in the rank below captain and that process could put us behind by at least 14-15 days. Instead, Mr. Streator had a conversation with each of them and neither of them were interested in taking this exam. The exam is now open to the one Captain that has less than one year in grade and 3 Lieutenants. These are the candidates that are eligible to sit for this exam. We are looking to get approval from the Commission to have a new exam for Asst Fire Chief and to approve the exam notice that was handed to each of the Commissioners. He explained this process will be very similar to what we did less than a year ago for the Asst Chief exam. It will consist of a written exam and assessment through the Ohio Fire Chiefs Association. Mr. Kratt mentioned that he likes to have these notices in advance so he is able to read them over. Mr. Streator apologized for not having the notice to the Commissioners before this morning, but they were waiting on information from the Ohio Fire Chief's Association regarding an exam date. The exam notice is very similar to the exam notice from the previous Asst Chief Exam, with the exception of additional information to clarify the rule regarding the inspection of the exam - pre and post grading. This was done so it is very clear and all candidates understand that process. If a candidate has an issue with a question on the exam, they need to bring that up to Chief Swope prior to the test being graded so we can make a determination before the exams are graded. After it is graded, the only allowance is to ensure the scoring was correct, not the validity of the questions. Chief Swope added that the process will be the same as the Assistant Chief Exam last year with the Ohio Fire Chiefs Association proctoring the written test and the

assessment. The percentages are the same as before – 40% on the written, 60% on the assessment. Chief Swope, Mr. Gasior and Mr. Streator worked together to complete the notice of exam to try and cover any questions the candidates may have regarding seniority points, pre and post grade inspections, etc. So there should be no question and the candidates should not have to search Civil Service Rules to find out information. This exam notice is very clear. Mr. Kratt asked Mr. Gasior if he reviewed the notice. He said that he did and he said the notice is actually very short, page 2 of the notice is just quoting directly from the Civil Service Rules. Mr. Gasior briefly went over the exam notice, explaining each section. He noted that the only thing that was different with this exam is that we have a “time in grade” situation which Mr. Streator has already mentioned. We have one Captain (the candidate with less than 1 year in the Captain rank) and the 3 Lieutenants eligible to take the exam. The exam would not be competitive (a minimum of 2 candidates have to take the exam for it to be competitive) in the rank of Captain, so we needed to open it up to the rank of Lieutenant.

Mr. Kratt then asked for clarification on the agenda item which says “Approve new exam and exam notice for Assistant Fire Chief ***and declare eligible candidates***”. Rose explained that it was worded this way in order to explain why one Captain and three Lieutenants were taking the exam. Mr. Gasior went on to explain that the 3 captains that are eligible all declined to take the exam. Mr. Streator has written waivers from each of those saying they were not interested in taking this exam. Mr. Streator explained that at the top of the Exam Notice, the eligible candidates are listed and there is one captain and three lieutenants. The three captains that were eligible declined. The one captain that did not have one year in grade is now eligible since we had to open it up to the rank of Lieutenant. That is why you see one Captain and three Lieutenants on the exam notice. Mr. Gasior stated, just to be clear, the 3 captains that were eligible, declined in writing to take the exam for Assistant Chief. Once they did that, we had to open the exam to the next rank, which was Lieutenants. Our hope now is that at least 2 of those eligible will want to take the exam, so we have a competitive exam. This situation was a little complicated but we reached the correct result with this exam notice.

Mr. Wojciechowski made a motion to approve new exam and exam notice for Assistant Fire Chief and declare eligible candidates. Mr. Sarraino seconded it. The motion passed 3-0.

CHAIRMAN’S COMMENTS:

Mr. Kratt asked Rose if all the Commissioners received the Civil Service Annual Report that was filed with the State of Ohio and Rose confirmed that each Commissioner does have a copy of that report. Mr. Kratt went on to say that he now has the sad task of announcing that Mr. Sarraino is going to be leaving the Commission. He wanted to commend Mr. Sarraino for his 17 years of very conscientious work in attending these meetings. If people were not aware, he wanted everyone to know that Tony often, as a matter of fact, most of the time, flew back to Avon from Arizona just to attend these Civil Service meetings in the winter. Mr. Kratt mentioned how much Mr. Sarraino will be missed. Mr. Sarraino said it’s amazing how fast those 17 years went by. Mr. Kratt recognized that Mayor Jensen was in the audience and wanted to know if he had anything he wanted to say. Mayor Jensen wanted to thank Tony. He mentioned how he knew Tony wanted to retire from the Commission but the Mayor encouraged him to stay on until he could find a replacement and Tony did that. Mayor Jensen said how that helped us out in a lot of ways. Because of Tony’s service we are a better community. The years have gone by very fast. The Mayor presented Mr. Sarraino with an Avon hat that he said he could wear when he’s out of the state and he can wear it with pride. Mayor Jensen then said he wanted to introduce our newest member of

the Civil Service Commission, Mr. Bill Greaney. Most of us know him from Misencik Funeral Home. He has big shoes to fill and it won't be easy. Mr. Kratt asked if Mr. Greaney had anything he would like to say. Mr. Greaney said he is honored to serve the city and he hopes to do half as good as Tony has done. He said it sounds like Tony had quite a time here, 17 years on the Commission, that shows quite a dedication, especially with him traveling back and forth from Arizona. He said he hopes to help the city out and he'll do the best he can. Mr. Kratt and others told Mr. Greaney "welcome aboard".

GENERAL COMMENTS: None

NEXT MEETING DATE:

Monday, May 3, 2021 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 Streator
Chief Bosley
Chief Swope
Rose Seighman