

MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Monday, May 3, 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 William Greaney

In attendance: Safety Director Duane Streator, Law Director John Gasior and Recording Secretary, Rose Seighman

ADDITIONS/DELETIONS TO AGENDA:

At this time, Mr. Gasior introduced Mr. Bill Greaney to the Commission and proceeded to swear him in. All congratulated Mr. Greaney and welcomed him aboard!

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 4/13/2021:

Mr. Wojciechowski made a motion to approve the minutes from the meeting of 4/13/2021. Mr. Greaney seconded and the motion passed 3-0.

OLD BUSINESS:

Mr. Kratt said although there is nothing on the agenda under Old Business, he would like the Commission to get an update on all the exams and tests. Rose said the Assistant Fire Chief Written Exam is scheduled for Saturday, June 12th at 10:00am at the Police Community Room. There are 3 candidates (4 were eligible) that will be taking the exam. The Assessment portion of the exam will take place on Friday, June 25th at Avon Middle School. Both of the exams will be administered by the Ohio Fire Chief's Association. Typically, we see results of these exams in about a week to 10 days. Mr. Streator said our hope is to have the results of these exams for the Commission to certify at the July meeting. Mr. Kratt asked if we will have lists in place for all positions for at least the next year. Mr. Streator said that is correct. We have valid Captain and Lieutenant lists right now, as well as a valid Firefighter Entrance list. Rose shared that the Commission held 7 exams last year and 2 already this year. Mr. Kratt asked if the Assessment portion will be similar to the exam that he and Mr. Gasior sat in on a couple of years ago.

Mr. Gasior answered that no, they sat in on the National Testing Network Police Promotional Exam, it was not an Assessment.

Mr. Streator explained that the Ohio Fire Chief's Association administers this Assessment and they have about 3 staff members that put each candidate through different exercises. Each candidate will go through the same exercises with each staff member, but they are done one-on-one, not in a group. The exercises could be anything from a counseling session to a written assignment to an oral presentation. Each candidate is graded by the assessors. When we schedule these Assessments exams, we need to have separate rooms for these different exercises to take place. We need one room where all the candidates may do some computer work, then we have separate rooms for each of those exercises that are done one candidate at a time. This process takes about 4-5 hours to complete. That is why we are using Avon Middle School for this Assessment. They will be using the Media Center for when all candidates will be in the same room and then they will use 3 separate, smaller rooms for each of the assessors to complete their exercises with the candidates one on one. The last Assessment that took place was here at Avon City Hall. Council Chambers was used as the "group" room and then the other rooms at City Hall were used for the one on one exercises.

Mr. Kratt asked Mr. Gasior how involved he has been with these Assessments. Mr. Gasior said that he and Duane Streator sat in on a meeting to determine how the Assessments would unfold. Mr. Kratt said he gathers that Mr. Gasior and Mr. Streator are both very comfortable with this process. They both expressed that they are very happy with the Assessments. Mr. Streator stated that Pradco and the Ohio Fire Chiefs Association are the two companies we have been working with and we are very pleased with both of them. Mr. Kratt said to the best of his knowledge there has been very few issues. Mr. Streator said he came on board right after the Assessments were done for the first time with the Fire Promotionals and he said the candidates were very happy with the process, they thought it was very fair and a good process to go through. They said it helps them understand where their strong points are and where their short comings are so they can work on those. They were very happy and there were no complaints, which is very unusual.

Mr. Greaney asked if the assessors with the Ohio Fire Chiefs Association are typically from this area. Mr. Streator answered that they come from throughout the state. It's possible some may be from around our area, but they can't be so close that there might be a conflict of interest. Chief Wu, who we work with to set up these assessments, is from Columbus. He is a retired Fire Chief that now works with the Fire Chiefs Association and he runs the exams, but others work with him to make up the team. Mr. Gasior reiterated what Mr. Streator said about everyone being happy with this process. The majority of these are for promotions and that's where we usually have the biggest issues. Mr. Gasior said that Mr. Streator and Rose have done a great job on preparing the Exam Notice. Mr. Streator said that we've put in a lot of time to make sure the notice is clear on what is expected and what the rules are, so they know exactly what to expect.

Mr. Kratt mentioned that he would appreciate getting the notice in advance next time, since it does go out under his name. Mr. Streator apologized and said we never anticipated needing that exam notice because the person that we offered the position to declined it, which forced us to have another Assistant Chief Exam. Then we had to rush to get a new notice out. And trying to work with the Ohio Fire Chief's Association to confirm dates for the written and assessments took time. Mr. Kratt said the exam notice looked good to him, he reviewed it after the last meeting. Mr. Streator said the amount of time that he, Mr. Gasior and Chief Swope put into creating that Exam Notice was extensive. Chief Swope was a great person to help with this, since he just went through this process last year as a candidate.

DISCUSSION ITEMS:

ACTION ITEMS:

CHAIRMAN’S COMMENTS:

Mr. Kratt said it’s been an interesting year, seems like things are starting to calm down and are on a fairly even keel. Again, Welcome Aboard to Bill Greaney. Mr. Greaney is happy to be a part of this and he is looking forward to the next meeting.

GENERAL COMMENTS:

Mr. Streator said he wanted to share with the Commission that as far as the Police Chief Exam, which was certified at our last meeting, the Mayor received the names of the top 3 candidates and he offered the Police Chief position to Dan Fischbach. Mr. Kratt said that is another old Avon name. Mr. Wojciechowski said that means that Dan will be the chief and Larry Fischbach will remain Captain. And Mr. Streator said that’s correct. He mentioned that right now, Larry is Captain and Dan is under him as a Lieutenant and then it will be opposite once Dan is sworn in as Police Chief. Mr. Kratt said he assumed both brothers are OK with that and Mr. Streator said they are both OK with this. They met with the 3 candidates this morning and the Mayor let them know of his choice for Police Chief. Mr. Wojciechowski asked who is older and the answer is Larry is older. Dan did accept the position and it will be effective July 1st, as Chief Bosley retires as of June 30th. Mr. Kratt asked, out of curiosity, how long was their Dad (Fischbach’s dad) an Auxiliary officer in Westlake. Mr. Streator did not know.

NEXT MEETING DATE:

Monday, June 7, 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