

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

AVON CITY HALL

CALL TO ORDER

The meeting was called to order at 1:00 P.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: Fire Chief Swope, Safety Service Director Duane Streater, Law Director John Gasior, and Recording Secretary Diane Szlempa

Absent: Police Chief Fischbach

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 6/3/2024:

Mr. Greaney made a motion to approve the minutes from the meeting of June 3, 2024. Mr. Wojciechowski seconded, and the motion passed 3-0.

ACTION ITEMS:

Certify Updated Clerical and Laborer Eligibility Lists

The clerical list had no names removed and 1 name added since last quarter.

The labor had 2 names removed and 3 names were added since last quarter.

Mr. Wojciechowski made a motion to approve the updated clerical eligibility and updated laborer eligibility list, Mr. Greaney seconded, and the motion passed 3-0.

Remove Names from the Entry and Lateral Police Eligibility Lists

Mr. Streater deferred to Ms. Szlempa for the information. Ms. Szlempa stated that the entrance list had 5 names removed, 1 hire and 4 no response and the lateral list had 1 name removed since last quarter.

Mr. Greaney made a motion to remove the names from the Police Entrance and Lateral Eligibility lists, Mr. Wojciechowski seconded, and the motion passed 3-0.

Certify the Firefighter/Paramedic Entrance Eligibility List

Chief Swope stated that 41 people passed the exam with one person who asked to be removed prior to certification. The fire department is asking the Commission to certify the 40 names on the list. Of the candidates, about half do not have the required certifications in order to be hired. The required certifications have to be obtained by the time of appointment. Mr. Greaney asked what happens if they get to an uncertified name on the list. Chief Swope stated that they will be left on the list and not removed. Mr. Gasior confirmed that the 3 times pass over rule is optional, not mandatory. Mr. Greaney asked how many they plan to hire right away. Chief Swope stated 2 to 3.

Mr. Wojciechowski made a motion to certify the firefighter entrance eligibility list, Mr. Greaney seconded, and the motion passed 3-0.

Any additional comments from the audience?

Mr. Greaney inquired as to who performs the candidate background checks for the fire department. Chief Swope said that it is a combination of inhouse and working with the police department. Candidates receive a personal history questionnaire to fill out and return. The fire department then investigates the information provided. Then it is given to the police department who uses it to assist with the VSA (voice stress analysis) test.

Mr. Kratt asked Mr. Gasior if he is aware of any issues. Mr. Gasior stated that the rules were reviewed, and no issues came up.

NEXT MEETING DATE:

Next meeting is set for Monday, August 19, 2024, at 10:00 A.M

ADJOURN:

Following a unanimous vote, today's meeting was adjourned at 1:08 P.M.

PASSED: _____ **SIGNED BY:** _____

Peter Kratt, Chairman

ATTEST: _____

Diane Szlempa, Recording Secretary

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