

MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Monday, July 19, 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: Fire Chief Swope, Police Chief Dan Fischbach, Law Director John Gasior and Recording Secretary, Rose Seighman

ADDITIONS/DELETIONS TO AGENDA:

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 6/7/2021:

Mr. Wojciechowski made a motion to approve the minutes from the meeting of 6/7/2021. Mr. Greaney seconded and the motion passed 3-0.

OLD BUSINESS: None

DISCUSSION ITEMS: None

ACTION ITEMS:

Approve Labor & Clerical Eligibility List

Rose reported that on the Clerical Eligibility List we have four names on it and there has been no change to this list. We had no applications come in and no names were taken off. On the Labor Eligibility List we had no names removed and we added two names – two applications were submitted this quarter.

Mr. Greaney made a motion to approve the Clerical Eligibility List. Mr. Wojciechowski seconded and the motion passed 3-0.

Mr. Greaney made a motion to approve the Labor Eligibility List. Mr. Wojciechowski seconded and the motion passed 3-0.

Approve Assistant Fire Chief Eligibility List

Mr. Kratt asked for some background on this. Chief Swope indicated the test was finalized a couple of weeks ago after the written and assessment exams were administered by the Ohio Fire Chief's Association. The written was worth 40% and the assessment worth 60% of the total score. We have given the candidates the required 10 days to be sure the written exam was scored correctly. No candidate challenged the scoring. The eligibility list you have now is the final result of this exam. Mr. Kratt commented that the 2nd and 3rd candidates' scores were very close. Chief Swope agreed. Chief Swope is very happy with the results of having the assessment portion as well as the written portion for this exam. Some people do better on the written, others do better on the assessment. A mixed score of both of these components works well. Mr. Kratt asked if the Chief is happy with adding the assessment as part of the exam process. Chief said yes. This was his first time conducting a promotional exam as Chief and he was able to work with the assessors from the Ohio Fire Chief's Association. He was able to share with them the make up of our city, the types of calls they typically go on and things that he thinks are important to the Assistant Chief position in Avon and they were able to customize the test for us, as opposed to just a generalized test. The Chief spoke with the candidates about the exam and what types of questions/scenarios they were asked and the Chief thought all of the things they shared were very relevant to the position. Mr. Kratt asked if the city actively makes sure that the assessors don't have any connections with the candidates. The Chief said he's not sure he would say they "actively" make sure but when they need to attend an assessment in the north part of the state, the assessors are typically from the southern part of the state (Columbus, Cincinnati) and vice-versa when the exam in the southern part of the state. The closest assessor when he took his assessment was from Solon or Aurora, not very near us. Mr. Kratt asked how many assessors were here and Chief Swope thought there were three. He asked if Rose remembered and she said they did reserve three rooms at the testing site (Avon Middle School) to conduct the sessions, so she believes there were three assessors as well. Chief Swope explained that there was also one additional assessor whose job was to be a roll model during the real-life type scenarios that took place.

Mr. Greaney made a motion to accept the Assistant Fire Chief Eligibility List with three candidates. Mr. Wojciechowski seconded and the motion passed 3-0.

CHAIRMAN'S COMMENTS: None

GENERAL COMMENTS: None

NEXT MEETING DATE:

Mr. Kratt asked if there was anything the City knew of that might dictate the best date to have the next meeting. Mr. Gasior did not. Chief Swope shared that in October the Fire Entrance eligibility list may expire if we don't renew it. He and Mr. Gasior still need to discuss this, but regardless, it wouldn't impact August's meeting. Chief Swope then thanked the Commission for moving this month's meeting a week later so we were able to get the final results from the Assistant Chief exam and get them certified at

this meeting. After some discussion regarding the best date for the next meeting, given this meeting was in the middle of July, it was decided to have it on the second Monday of August, August 9, 2021.

Next meeting is Monday, August 9, 2021 at 10:00 A.M.

ADJOURN:

Following a unanimous vote, today's meeting was adjourned at 10:08 A.M.

PASSED: _____ **SIGNED BY:** _____

Peter Kratt, Chairman

ATTEST: _____

Rose Seighman, Recording Secretary

- C: John Gasior
- Safety Director Duane Streator
- Chief Fischbach
- Chief Swope
- Rose Seighman