

**MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Tuesday, October 3, 2023**

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 Commissioner Alan Wojciechowski

In attendance: Police Chief Fischbach, Fire Chief Dave Swope, Safety Director Duane Streater, Law Director John Gasior, Recording Secretary Rose Seighman and Diane Szlempa

Absent: Commissioner Bill Greaney

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 9/7/2023:

Mr. Wojciechowski made a motion to approve the minutes from the meeting of 9/7/2023. Mr. Kratt seconded and the motion passed 2-0.

ACTION ITEM

Approval of updated Labor Eligibility List

Diane Szlempa reported that for the Labor Eligibility List we had one name removed and we added one name. Mr. Kratt asked who was removed and who was added. Diane explained the person that was removed was removed because their application was more than two years old and the name that was added was Sean Dziurzynski.

Mr. Wojciechowski made a motion to approve the updated Labor Eligibility List. Mr. Kratt seconded and the motion passed 2-0.

Approval of updated Clerical Eligibility List

Diane Szlempa reported that for the Clerical Eligibility List we had one name removed and there were no names to add. Again, the reason the name was removed from the list was because their application was more than two years old.

Mr. Wojciechowski made a motion to approve the updated Clerical Eligibility List. Mr. Kratt seconded and the motion passed 2-0.

Approval to remove names from Police Eligibility List

Chief Fischbach explained that this is part of our standard business as we have these lists. We just recently certified the list for the Entry Level Police Officer and candidates are asking to be removed from the list. One gentleman didn't realize how far away he lived and didn't want to have to move here, so he asked to be removed from our list. He can't speak on each specific one, but he is finding candidates aren't responding to the Department's communications as part of the background procedure. The candidate gets a set timeframe and if they don't hear from them, then they take them off the list. Otherwise, they would be hamstrung, sitting on those names that don't respond. The candidates either respond or they don't and if they don't, then we move on, which allows us to get the next name from the list who we hope may actually want to follow our process. Mr. Kratt said he is operating under the assumption that Avon is still a good place for police to come to work. Chief Fischbach responded he agrees. He reiterated that this is standard now, this is our new reality. We used to get two years from our Eligibility Lists, then a year, now he isn't sure the list will last the year now. We have a smaller amount of applicants and we see how quickly they can move from list to list from city to city. It is a challenge. We are still trying to hire two full timers for this year, operating off the Entry Level and the Lateral List and it's a struggle. Candidates just aren't here. This is now par for the course. He said they will keep removing names until they get to the end and then he will probably come back to the Commission and ask for another list. Mr. Kratt mentioned at the last meeting there was talk about a full-time dispatcher exam. Chief replied that he did open up for a full-time police dispatcher position in anticipation of one of our dispatchers retiring at the end of this year. That exam is currently open through NTN (National Testing Network) and will be open through the end of October. He is accepting test scores through NTN to establish an Eligibility List. Once that window closes at the end of October, he will have those names brought before the Commission to certify. Currently, there isn't an opening, but this is in anticipation of an opening. It's a small group of dispatchers, so he'd like to fill that position as soon as it is vacated.

Mr. Wojciechowski made a motion to approve removal of names from the Police Eligibility List. Mr. Kratt seconded and the motion passed 2-0.

Fire Assistant Chief Promotional Exam Update

Chief Swope started by apologizing for coming before the Commission each month asking about this position. He explained that the Department is still working things out to find when is the most opportune time for what we need for the department. He will not ask for a test this month, it might be on the agenda next month again. There are a couple things they are working out with the Administration before they can go forward. He did not want to miss out if we were able to move forward this month, that's why it's on the agenda. Mr. Kratt asked if it is really an informational item then. Chief Swope answered that it is.

COMMENTS:

NEXT MEETING DATE:

Next meeting is set for Monday, November 6, 2023, at 10:00 A.M.

ADJOURN:

Following a unanimous vote, today's meeting was adjourned at 10:10 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