

**MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Monday, October 7, 2024**

AVON CITY HALL

CALL TO ORDER

The meeting was called to order at 10:01 A.M. by Pete Kratt, Chairman of the Civil Service Commission.

ROLL CALL

Present: Chairman Peter Kratt and Commissioners Alan Wojciechowski and Bill Greaney

In attendance: Assistant Fire Chief Brett Bruehler, Police Chief Daniel Fischbach, Safety Service Director Duane Streator, and Recording Secretary Diane Szlempa

Absent: Fire Chief David Swope and Law Director John Gasior

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 9/9/2024:

Mr. Greaney made a motion to approve the minutes from the meeting of September 9, 2024. Mr. Wojciechowski seconded, and the motion passed 3-0.

ACTION ITEMS:

Certify Updated Clerical and Laborer Eligibility Lists

The clerical list had 2 names removed and 3 names added since last quarter. Ms. Szlempa stated that the names expired from the list after 2 years. Mr. Kratt asked when the list will expire. Ms. Szlempa confirmed that it is a constant, revolving list.

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

The labor list had 3 names removed and 5 names were added since last quarter. Ms. Szlempa stated that 1 person was hired full time in the street department and 2 were removed because they had expired from the list after 2 years

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

Remove Names from the Entry and Lateral Police Eligibility Lists

The police entrance list had 3 names removed. Ms. Szlempa stated that 1 candidate requested to be removed and 2 did not respond when contacted about starting the background procedures. Mr. Kratt asked the Chief to speak on the subject. Chief Fischbach confirmed that the no-response removals are something that has been occurring for the last few years. Multiple phone calls, emails, etc. are sent to the candidates prior to the decision to remove them from the list for no response. The police department is actively interviewing due to 1 full time position that needs to be filled. Both the entrance and lateral lists

are being looked at. The last hire was from the entrance list and that candidate is currently in the academy completing the basic training.

The police lateral list had 0 names removed and 2 added since last quarter.

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

Certify the Firefighter/Paramedic Entrance Eligibility List

The firefighter/paramedic entrance list had 6 names removed. Ms. Szlempa specified that 3 people were hired full time, 1 person asked for their name to be removed as they have taken another position, and 2 requested to have their names removed from consideration. Mr. Kratt asked Assistant Chief Bruehler to speak on the subject. AC Bruehler stated that a fourth conditional offer was given last week. The candidate is working through the background checks. Mr. Greaney questioned how the list is being maintained considering that the latest candidate was number 18 on the list. He inquired if the 17 candidates above are still in consideration. AC Bruehler confirmed that unless they have been hired or have removed themselves, they are still active on the eligibility list.

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

Any additional comments from the audience?

Mr. Kratt asked Safety Service Director Streator to give any updates he may have. Mr. Streator stated the police and fire departments are doing well filling the open positions. Also, the street department did hire 1 candidate to a full-time laborer position.

NEXT MEETING DATE:

Next meeting is set for Monday, November 4, 2024, at 10:00 A.M

ADJOURN:

Following a unanimous vote, today's meeting was adjourned at 10:09 A.M.

PASSED: _____ **SIGNED BY:** _____

Peter Kratt, Chairman

ATTEST: _____

Diane Szlempa, Recording Secretary

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