

**MINUTES OF MEETING**  
**AVON CIVIL SERVICE COMMISSION**  
Held Wednesday, October 14, 2020

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, Tony Sarraino and Alan Wojciechowski.

In attendance: Law Director John Gasior, Police Chief Richard Bosley, Safety Director Duane Streator and Recording Secretary, Rose Seighman.

**ADDITIONS/DELETIONS TO AGENDA:**

*Mr. Wojciechowski made a motion to accept the agenda as published. Mr. Sarraino seconded and the motion passed 3-0.*

**APPROVE MINUTES OF MEETING OF 9/2/2020:**

*Mr. Wojciechowski made a motion to accept the minutes from the September 2nd meeting. Mr. Sarraino seconded and the motion passed 3-0.*

**OLD BUSINESS:**

Mr. Kratt asked Mrs. Seighman if all the items listed under Old Business were Old Business or Action Items? Mrs. Seighman realized that was an error and she placed all the items under the wrong heading. Mr. Kratt was correct, all items listed under Old Business should have been listed under Action Items

**ACTION ITEMS:**

Mr. Kratt shared with the Commission that the packet of papers in front of them are all the items they will be looking over today to vote on. The first item is the Proposed Rule Change. We discussed this at considerable length at last meeting, is there any further discussion about this? Mr. Gasior said for clarification, did you say the proposed rule change was on the bottom? Mr. Kratt said yes, it is the bottom paragraph. The language being deleted is highlighted in the first paragraph. Mr. Gasior said that was good. Mr. Kratt asked if there was a motion to accept the rule change?

*Mr. Sarraino made a motion to accept the agenda as published. Mr. Wojciechowski seconded and the motion passed 3-0.*

Mr. Kratt commented that we have had quite a few exams take place since our last meeting. He asked Rose to summarize. She handed out a separate sheet of paper that was an overview of all exams taken recently: Fire Entrance, Police Sergeant, Police Lateral and Police Entrance Exams. All exams took place, they are finished and all eligibility lists are in your packet for certification today.

It was our first time using NTN for an entrance exam and I believe the Chief's goal was to increase his pool of candidates. We actually tripled our list of candidates on the Police exams so I believe we were successful. Mr. Kratt asked if Chief Bosley had any comments regarding this. Chief said he was very pleased with the number of candidates we had. A lot of the work for HR and for Rose, so we may need to tweak it so it's easier for them so it's more efficient.

Mr. Kratt said we will take these eligibility lists in order. The first is the Labor Eligibility List, is there a motion to accept his list?

***Mr. Sarraino made a motion to accept the agenda as published. Mr. Wojciechowski seconded and the motion passed 3-0.***

Next is the Clerical Civil Service List. Mr. Kratt asked for an update from Mrs. Seighman. She responded that the list is very small. We hire so few clerical people. Our idea, after speaking with HR, is once we have an opening for a clerical position, we will advertise for the position and ask for candidates to apply. What we don't want is to advertise now, without a position and have names on a list and no positions to fill. Mr. Kratt asked if there was a motion to accept this list?

***Mr. Sarraino made a motion to accept the agenda as published. Mr. Wojciechowski seconded and the motion passed 3-0.***

Next is the Police Sergeant Eligibility List.

***Mr. Wojciechowski made a motion to accept the minutes from the September 2nd meeting. Mr. Sarraino seconded and the motion passed 3-0.***

Next is the Fire Entrance Exam, Chief Root do you have any comments about this exam? Chief Root explained that in Civil Service Rules, only points given for education is if the candidate has a degree in Fire Science. There was so confusion because the Police Exams were going on at the same time and they are given extra points for a broader array of college degrees, it isn't specific like it is with the Fire Science degree. Chief Root asked Mrs. Seighman how many candidates were not issued extra points because their degree was not specifically in Fire Science? Mrs. Seighman answered she thought there were seven. There were several of them that Chief Root felt deserved to get the educational points because their degrees were specific to Fire, the degree just wasn't specifically "Fire Science". There was only one candidate that actually had a Fire Science degree from LCCC. Candidates had degrees in Fire Protection and Technology, Fire Emergency Medical Services and Fire – EMS/Fire Science. He checked out the curriculums, they are all very similar, all higher education courses. He feels confident recommending to Civil Service that they approve the said points for the candidates that had those other degrees. Mr. Kratt asked if the list they have before them has the credit given to those candidates. Mrs. Seighman said that list does have the points issued to those candidates.

***Mr. Wojciechowski made a motion to accept the minutes from the September 2nd meeting. Mr. Sarraino seconded and the motion passed 3-0.***

Next is the Police Officer Entrance Exam. Mr. Kratt asked if Safety Director Streater had any comments on this exam. Mr. Streater indicated, like Chief Root said, he would like to look into the area of extra

points for the future so there are no discrepancies in future exams. We can work with Mr. Gasior and the Chiefs to solidify when we offer extra points for degrees. The Colleges

*Mr. Sarraino made a motion to accept the agenda as published. Mr. Wojciechowski seconded and the motion passed 3-0.*

**CHAIRMAN'S COMMENTS:**

**GENERAL COMMENTS:**

**NEXT MEETING DATE:**

The next meeting will take place Wednesday, December 2nd at 10:00am.

**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  
Duane Streator  
Chief Bosley  
Chief Root  
Rose Seighman