

**MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Monday, December 2, 2024**

AVON CITY HALL

CALL TO ORDER

The meeting was called to order at 10:00 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: Police Chief Daniel Fischbach, Safety Service Director Duane Streator, Law Director John Gasior, and Recording Secretary Diane Szlempa

Absent: Fire Chief David Swope

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 11/4/2024:

Mr. Greaney made a motion to approve the minutes from the meeting of November 4, 2024. Mr. Wojciechowski seconded, and the motion passed 3-0.

ACTION ITEMS:

Consider approval of a Police Sergeant Promotional Exam

Chief Fischbach stated that the department is looking to restructure in 2025. The department is not looking to add any additional personnel but has a need for additional supervision within the agency. There has been growth throughout the last few years with additions of patrol officers but there have not been any supervisors to go along with it. Therefore, to be in front of a span of control issue of having too many patrol officers and not enough supervisors, the department is looking to add 3 additional sergeant positions to the agency. This will allow for 2 sergeants to be assigned to each shift. This will ease the issue with leave time. Plus, it will give each shift an actual supervisor instead of an acting supervisor working at all times. The request is permission to start the process of scheduling a sergeant exam early in 2025. As in the past, National Testing Network (NTN) and Pradco will conduct the testing. The initial phase would consist of a written video assessment test given by NTN. The top 10 candidates from that phase would move on to the second phase which is the assessment through Pradco. Internal processes would be involved as well, which consist of interviews with the chief, safety director, and command staff. After all assessments have been completed, the rule of 3 would be used to fill the positions. Mr. Kratt inquired as to how many candidates the chief would expect to sit for the test. Chief Fischbach believes that $\frac{3}{4}$ of the 38 roster patrol staff would qualify to take the exam based on needing 3 years of full-time service with the Avon Police Department to be eligible and anticipates that most of those who are eligible will want to sit for the exam. Mr. Kratt asked safety director Streator if he had any input. Mr. Streator confirmed that it has been discussed to be in the police department budget for 2025. Mr. Greaney questioned how many sergeants the agency currently has. Chief Fischbach responded that there are 6; 4 are assigned to the patrol division, 1 is assigned to the detective bureau, and 1 is an administrative sergeant that assists with many different assignments. After the additions, 8 would be

assigned to the patrol divisions and 1 assigned to the detective bureau for a total of 9. Mr. Greaney wondered if it would create vacancies in the patrol division. Chief Fischbach confirmed that it will not be reducing the existing staff, just reorganizing it and therefore, he will not be asking to add patrol positions in 2025. Mr. Greaney calculated the patrol staff would be reduced to 35. Chief stated that the police department is authorized to have 50 full time sworn officers from the chief position down to the lowest ranking patrol officer. The department is remaining at 50 sworn officers. Mr., Kratt questioned if more patrol officers will need to be added next year. In 2025, no, but in 2026 it is likely according to the chief. Mr. Greaney asked if a patrol officer works in the capacity of a supervisor, does their pay change. Chief confirmed that yes, by contract, the patrol officer receives "officer in charge" (OIC) pay. They receive a sergeant's rate of pay when they are serving in that position.

Mr. Wojciechowski made a motion to approve of a police sergeant promotional exam Mr. Greaney seconded, and the motion passed 3-0.

Any additional comments from the audience?

Mr. Greaney believes that the sergeant exam is going to fix an issue and appears to be a need in the department.

Mr. Gasior wished everyone a Merry Christmas.

NEXT MEETING DATE:

Next meeting is set for Monday, January 6, 2025, 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