

**MINUTES OF MEETING  
AVON CIVIL SERVICE COMMISSION  
Held Monday, December 4, 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 Commissioners Alan Wojciechowski and Bill Greaney

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

Absent: 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 11/6/2023:**

*Mr. Greaney made a motion to approve the minutes from the meeting of 11/6/2023. Mr. Wojciechowski seconded and the motion passed 3-0.*

**ACTION ITEM:**

*Mr. Kratt stated that the only action item was the approval of the meeting minutes from the last meeting.*

**COMMENTS:**

*Mr. Greaney asked Chief Fishbach for an update with the hiring from the lateral entry list and how it went. Chief Fishbach stated they are still looking to fill 2 open positions and are actively interviewing by going through the background process from our lateral and entry level exams that we gave. The last 3 hires we had, 2 came off the lateral list and 1 was from the entry level list. So we are alternating between them as that rule is stated. When we made that change, we have not had a need to forgo that rule. The entry level list is getting down pretty low already and it has only been a few months since it has been certified. He anticipates that another entry level exam will need to be given within a year if not less just because of how quickly we are going through the candidates. We have talked about the reasons the candidates have been removed from the list in the past meetings. We are more than halfway through it in a short period of time. The lateral, because of the way we did it, is always open. It's an application process, and the application that is filed with us is valid for a period of 1 year from the time submitted. So, we will always have a rolling lateral list based off the date they submitted it. Again, we have had some hires off of the lateral and we have reject some applicants based on our standards. We have had a lot of people apply and then asked to be removed from the list for a*

*multitude of reasons. A lot of the reasons are personal especially when you are looking to leave one agency and go to another. It is a big decision that has to be made and a lot of times, they don't want their current agency to know they are potentially looking. The short answer is that it is working the way we hoped. We do have viable candidates from both lists. It is just going through our process and trying to vet out the best candidates possible. We aren't interested in lowering our standards which, unfortunately, some other cities have had to do just because of the lack of candidates. We are currently active and hoping to fill those 2 positions sooner than later but want to make sure we are doing our due diligence in looking at both lists and finding the best possible candidates to fit our agency. For the dispatch list that we currently gave, we did just do an offer, this morning in fact. We have a full-time dispatcher who has notified us that they will be retiring at the end of this year. At the approval of the city, we were able to fill his position before he comes off the books. He is no longer working but he is still being paid. He is using his accrued time off. We are able to give that full time position job offer to one of our part time dispatchers who took the test and actually scored number 1 on the list by a landslide. It actually worked out pretty well that it happened to be one of our current part time employees that scored number 1. We made that job offer this morning and she accepted.*

*Mr. Greany asked how many officers we have in training right now. Chief Fischbach replied that we have 1 in training. Mr. Greany inquired if they were in the academy. Chief Fischbach stated that no they are not in the academy. We have 1 going through our field training program.*

*Mr. Kratt asked if he anticipates any substantial effect from what the City of Cleveland is doing to try to make their jobs more attractive to police officers? Chief Fischbach said no, increasing pay will obviously help them recruit, but at the end of the day, the working environment and conditions in Cleveland aren't changing. That is a big factor when people look at where they want to go to work. He does not think it will impact us. He hopes it helps them attract candidates. They are not in a good spot. Obviously, he is focused on Avon. Talks about openings again as he stated above. We do have a number of officers who will be eligible for retirement coming up in the next year, but none have notified him that they plan to retire. We do have maybe 2 officers that may be leaving us, going to federal positions. We know we have 2 openings right now; we anticipate at least 2 more coming in the near future.*

*Mr. Kratt has a question for Chief Swope for the status of the assistant fire chief. Chief Swope stated that as anticipated and he does appreciate the committee's decision to look at both letters and the just in case kind of clause that say if we do not have enough candidates to make it a competitive test to go down to the next rank which is what we had to do. Only 1 captain stated that he wanted to take the exam, which would not have made it competitive. Then, that captain was added to the list of the rank below him, which is lieutenant, so that 5 people would be eligible to take the test. So far, we have 4 letters of intention. The one captain from before and the 3 other lieutenants. They have until tomorrow (12/5/2023) if the other lieutenant wants to (take it.) He had told Chief Swope that he does not think he will, but he technically has another day to make that official. The written test will then be the first week in January 2024. Then, the assessment is the 23<sup>rd</sup> of January. The same goes as before, they cannot dispute the questions after the test, but if there are any problems with the test they can notify the Chief within 48 hours and he would ask to come in front of you and the testing company and either say the questions aren't valid or they are. That would be the only thing that might be happening in January. Since we have used this testing company, we have not had to do that. Mr. Kratt thinks that sounds like it will tie into decide when we are setting our next meeting. He will be out of town first 2 weeks in January. Bill will be gone a couple of days. In discussing it, it sounds like subject to what the city, or you Chiefs, have or Mr. Streater may have, that we might be able to do it Wednesday January 17. Chief Swope, that would be fine, it is in between where they cannot contest the assessment, which it is after that anyways, but if there were any issues, it could wait until the 17<sup>th</sup>*

*to discuss. He doesn't anticipate there being any issues. Mr. Kratt asked Mr. Streator if he had any issues with the date. Mr. Streator said no, that would be good and looking at the next meeting after would be at the beginning of February on the regular beginning of the month would work well for the results of that so that we could get it certified by that time. Mr. Kratt states that as long as there are no objections, We will go with Wednesday, January 17<sup>th</sup>, at 10:00AM. Chief Swope asked if there were any other questions for him on the promotional. Mr. Kratt said no.*

*Any additional comments from the audience? No*

**NEXT MEETING DATE:**

Next meeting is set for Wednesday, January 17<sup>th</sup>, 2024, at 10:30 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

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