

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Public Works Conference Room  
Thursday, January 8, 2015

Attendance: Scott Orille, Chairman  
Jeffrey Coughlin, Vice Chairman  
  
Valerie Rosmarin, Clerk

Also in attendance: Chief Huerner, HR Director DeTillo, Chief of Utility Operations Eberle, Public Works Director Reitz, and Mayor Zilka.

The meeting commenced at 6:00 p.m.

1. Appointments of Office

The Commission approved the appointments of office as follows: Scott Orille will serve as Chairman, Jeffrey Coughlin, Vice Chairman, and James Moyse, Secretary. **Vote: 2-0.**

2. Laborer – Public Works Department

The Clerk reported that she did not receive any appeals and no one came in to review their test. The individual who was disqualified at the exam contacted her and stated he was unaware calculators would not be allowed as he didn't hear the announcement at the start of the exam.

Another applicant informed the Clerk that he received his CDL. At the time of application, Brandon Haas held a temporary permit. After the exam, he received his CDL and requested the Civil Service Commission consider placing him on the eligibility list for laborer in the Public Works Department. He is on the eligibility list for laborer in the Utilities Department.

**Action:** The Commission approved Mr. Haas' request and his name was placed on the eligibility list for Public Works. There are 30 eligible candidates on the list.

**Action:** The Commission certified the eligibility list for a period of one year.

**Action:** The Clerk will forward the top five applications to the Public Works Director to begin the interview process.

3. Laborer – Utilities Department

The Clerk provided the Commission with a copy of the eligibility list for laborer in the Utilities Department. After the removal of applicants who did not pass the exam, 41 candidates are eligible for the position.

**Action:** The Commission certified the eligibility list for a period of one year.

**Action:** The Clerk will forward the top five applications to the Chief of Utility Operations to begin the interview process.

4. Fire Department

- Expenditures for the Hiring Process of Firefighter/Paramedics

The Clerk listed previous expenses that were paid from the Commission's budget for psychological testing and physicals of new employees in the Fire Department and Police Department. The Commission has not consistently paid for these items and has never paid for costs incurred by the Public Works Department and the Utilities Department. The Commission bears all the costs associated with the creation of the eligibility list and additional costs incurred with the hiring process is at question.

Chief Huerner stated he would like to know what the policy is in order to budget appropriately.

Vice Chairman Coughlin stated that the Commission should be responsible for the costs up to the point of the conditional offer. Anything after that offer should be from the department's budget.

Mayor Zilka stated he will speak with Finance Director Presley to determine which department the line item will derive from and if necessary, will increase the Commission's budget.

Chief Huerner stated he spoke with other fire departments and Chief Streater regarding their hiring procedures. A majority completes a thorough background check on each candidate and prepares a bio to review before conducting an interview. If something negative is discovered, then that candidate will be removed. Avon Lake Fire Department's first step was completed with the five candidates participating in an online psychological test conducted by Pradco. The Commission approved the baseline cost for the test in the amount of \$1,000. Chief Huerner stated that an additional \$125 per candidate will be billed. He did not request a purchase order because of year end closures. Finance Director Presley informed him that one could be placed before Pradco submits their bill in January 2015.

In response to the Clerk, Chairman Orille stated that the Commission will incur the expense for the psychological test to remain consistent with past practices.

**Action:** The Clerk will request a purchase order in the amount of \$125 per candidate for the Prado psychological testing.

- Lieutenant Promotional

The Clerk reported that 12 candidates submitted their letter of interest to participate in the exam. Based on the number of candidates and the fact that Ohio Fire Chiefs Association requested the test begin at 7 p.m., Chief Huerner will contact Chief Streator to see if the Police Department training room could be used as the testing site.

5. Patrolman - Police Department

The certified eligibility list for patrolman expires on January 27, 2015. The Commission received a request from Chief Streator to extend the list for an additional year.

**Action:** The Commission extended the certified the eligibility list for an additional year.

6. Civil Service Rules

City Council approved the amendment to Rule 17 Section M regarding the weighing scale in promotional testing.

**Motion:** Chairman Orille made a motion to adopt the amended Civil Service Rule 17. The motion was seconded by Vice Chairman Coughlin. **Vote:** 2-0

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

