

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Council Conference Room  
Monday, October 8, 2015

Attendance: Scott Orille, Chairman  
Jeffrey Coughlin, Vice Chairman  
Timothy Maloney, Secretary

Valerie Rosmarin, Clerk

Also in attendance: Chief Streator, Chief Huerner, and Recreation Director Gerrone

The meeting commenced at 6:00 p.m.

1. Approval of Minutes

Chairman Orille made a motion to approve the minutes from August 20, 2015 and September 14, 2015. The motion was seconded by Secretary Maloney. **Vote: 3-0.**

2. Entry Level Patrolman – Police Department

The Police Department conducted a background check and interviewed Brian Holmes, candidate No. 5 on the certified eligibility list. During that process, it was discovered that Mr. Holmes did not possess a college degree. Mr. Holmes stated on his application that he received a degree in criminology and criminal justice from Ohio State University. He also provided a copy of his college transcript. Based on that, the Civil Service Commission awarded Mr. Holmes eight bonus points on his written exam. Those points initially placed Mr. Holmes as candidate number 12. Through appointments and removals from the eligibility list, Mr. Holmes became candidate number 5. If the Civil Service Commission had not awarded Mr. Holmes eight bonus points, he would have started as candidate number 21.

Chief Streator informed the Civil Service Commission that Mr. Holmes requested to be removed from the certified eligibility list. A copy of his request was presented to the Civil Service Commission.

**Motion:** Secretary Maloney made a motion to remove Brian Holmes from the certified eligibility list. The motion was seconded by Chairman Orille. **Vote: 3-0.**

**Motion:** Chairman Orille made a motion to certify the updated eligibility list and to forward the application of next eligible candidate, Zachary Callahan, to Chief Streator. The motion was seconded by Secretary Maloney. **Vote: 3-0.**

Chief Streator stated that Zachary Callahan was recently hired by the Brunswick Police Department. If Mr. Callahan is not interested in this position and he wants to be removed from the eligibility list, a request for the next candidate will occur. In an effort to expedite the process, Chief Streator asked the Civil Service Commission to authorize the Clerk to provide him with the next candidate on the eligibility list rather than convene a special meeting or wait for the November meeting.

**Motion:** Secretary Maloney made a motion that in the event Zachary Callahan declines consideration, the Clerk is authorized to provide Chief Streator with the next eligible candidate, Caleb Goebelt. The motion was seconded by Chairman Orille. **Vote: 3-0.**

3. Engineering Technical Aide I – Public Works Department

The Clerk reported that Public Works Director Reitz interviewed and recommended Kelly Marton for the position of Engineering Technical Aide I. Mrs. Marton was the sole candidate on the eligibility list and has completed all pre-employment evaluations. She will be appointed at the Council Meeting on October 26<sup>th</sup> with an effective date of October 30<sup>th</sup> at a Step 3 salary of \$29.70/hour.

**Motion:** Chairman Orille made a motion to certify Kelly Marton to the position of Engineering Technical Aide I in the classified service of the City of Avon Lake subject to the approval of Council. The motion was seconded by Secretary Maloney. **Vote: 3-0.**

**Action:** The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mrs. Marton.

4. Recreation Programmer – Recreation Department

Recreation Director Gerrone addressed the Civil Service Commission on the interview process he conducted along with HR Director DeTillio. At the conclusion, they selected Nicole Haas for the Recreation Programmer position. Ms. Haas has completed all pre-employment evaluations. She will be appointed at the Council Meeting on October 26<sup>th</sup> with an effective date of November 9, 2015 at a Step 1 salary of \$17.00/hour.

**Motion:** Chairman Orille made a motion to certify Nicole Haas to the position of Recreation Programmer in the classified service of the City of Avon Lake subject to the approval of Council. The motion was seconded by Secretary Maloney. **Vote: 3-0.**

**Action:** The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Ms. Haas.

**Motion:** Chairman Orille made a motion to certify the updated eligibility list. The motion was seconded by Secretary Maloney. **Vote: 3-0.**

5. Fire Department

- Firefighter/Paramedic

Chief Huerner reported to the Civil Service Commission that Daniel Root was selected for the Firefighter/Paramedic position and has completed all pre-employment evaluations. Mr. Root was offered and had accepted the position in May 2015. Prior to his appointment, he declined the position and requested his name remain on the eligibility list for future consideration. Mr. Root is employed at the City of Brook Park and would have received a reduction in salary if he left that position. City Council recently approved a fixed guideline for new firefighter/paramedics which established what step a new hire would receive based on their prior experience. Due to Mr. Root's experience, he will receive a higher salary than what was offered in May. Therefore, he has now accepted this position again.

**Motion:** Chairman Orille made a motion to certify Daniel Root to the position of Firefighter/Paramedic in the classified service of the City of Avon Lake. The motion was seconded by Vice Chairman Coughlin. **Vote: 3-0.**

**Action:** The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Root.

- Captain Retirement/Lieutenant Promotional

Chief Huerner questioned the procedure the Civil Service Commission will take in the promotion of a lieutenant due to the vacancy created by Captain Tetorakis' retirement on November 2, 2015. The top candidate on the eligibility list is out on injury leave. He is scheduled to be evaluated by his doctor in mid-November to determine when he will return to full duty. Should he be promoted while out on injury leave, wait until he is back on full duty and meets the job description, or should the Civil Service Commission pass him over?

Chief Huerner informed the Civil Service Commission that the restructure plan approved by the union requires all captains to receive a pay increase upon the retirement and the promotion of a lieutenant.

The Civil Service Commission reviewed the rules to determine if there is a provision for this situation. After discussions, the Clerk was directed to seek the opinion of the Law Director and consult with HR Director DeTillio. This item will be placed on the agenda in November.

Meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

