

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Public Works Conference Room  
Thursday, December 18, 2014

Attendance: Scott Orille, Chairman  
Jeffrey Coughlin, Vice Chairman  
James Moyse, Secretary

Valerie Rosmarin, Clerk

Also in attendance: Chief Huerner, HR Director DeTillo, and Chief of Utility Operations Rick Eberle.

The meeting commenced at 6:00 p.m.

1. Fire Department

*Firefighter/Paramedic*

The Clerk reported that she received the certificates from the agility test conducted December 14<sup>th</sup>. Based on those results, she compiled an eligibility list of the candidates who passed the written exam conducted November 1<sup>st</sup>. The list was distributed to the Commission.

**Motion:** Chairman Orille made a motion to certify the eligibility list for firefighter/paramedic for one year. The motion was seconded by Mr. Coughlin. Vote: 3-0.

Chief Huerner reported that the Fire Department will be hiring two firefighter/paramedics and inquired if the Commission would forward additional applications or if the rules require that he select two candidates from the top five.

Chairman Orille stated that only the top five applications can be forwarded; however, to expedite the process, additional applications could be forwarded to begin the background checks. The selection can only be made from the first pool of the top five candidates. If there are grounds to disqualify a candidate in the first pool, then candidate No. 6 could be considered.

Mr. Coughlin stated that submitting a name outside of the top five could potentially raise a challenge.

Chief Huerner stated that previously background checks were not conducted until after a conditional offer of employment was made. He plans to conduct psychological testing and background testing of each candidate.

The Clerk stated that according to the Rule 13 Section D “a person certified from an eligibility list more than three times, may be omitted from future appointments.” If the top five are interviewed and one selected, that is round one. Thereafter, the Commission will provide the appointing authority with another application for round two.

Chief Huerner stated that Pradco will conduct the initial psychological testing and then the candidates will be interviewed.

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

### *Lieutenant Promotional*

The Clerk reported that there are 18 qualified firefighter/paramedics to sit for the lieutenant promotional exam. Announcements were sent and as of this date, eight submitted their letter of interest.

#### 2. Leave of Absence - Police Department

HR DeTillio reported that the Administration decided not to extend the leave of absence of Patrolman Susan Stevens. Patrolman Stevens’ leave of absence will expire January 2, 2015. The Police Department has been down one person for three years and would like to fill this vacancy.

The Clerk reported that the Commission received a request from Patrolman Stevens to have her leave extended for three months.

**Action:** The Administration will forward a letter to Patrolman Stevens denying her leave of absence.

#### 3. Laborer - Public Works/Utilities

The Clerk reported that she met with Public Works Director Reitz to review the answer key and test results. Based on his review, the exam was re-scored to correct an error in the key. Copies of the test results were distributed to the Commission. Two lists were created from the exam, one for laborer in the Utilities Department and the other for laborer in the Public Works Department. The individuals who are qualified for both departments have been placed on each list.

The Clerk reported that she received a message from one of the candidates who voiced his concerns about individuals using calculators at the exam. It was noted that at the exam, an individual was caught using a calculator. After he completed the exam, the Commission informed him that the use of calculators was prohibited and his exam was disqualified. Instructions were provided at the start of the exam.

**Action:** Chairman Orille stated he will contact the individual to inform him that the Commission has no proof that anyone else used a calculator and the one who did, was disqualified.

The Commission will certify the eligibility list at the next meeting after the conclusion of the appeals process.

4. Water Filtration Plant Operator – Utilities Department

The Clerk reported that the Commission received 14 applications for the Water Filtration Plant Operator.

**Motion:** Chairman Orille made a motion to certify the eligibility list for Water Filtration Plant Operator for one year. The motion was seconded by Mr. Moyses. Vote: 3-0.

**Action:** Chief of Utility Operations Eberle did not request copies of the applications at this time. Mr. Eberle will contact the Clerk when he wishes to begin the interview process. The Clerk will send a copy of the eligibility list to every qualified candidate.

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

