

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Public Works Conference Room
Friday, February 6, 2015

Attendance: Scott Orille, Chairman
Jeffrey Coughlin, Vice Chairman

Valerie Rosmarin, Clerk

Also in attendance: Chief Huerner, Chief of Utility Operations Eberle, and Mayor Zilka

The meeting commenced at 4:00 p.m.

1. Public Works Department

- Technical Aide II

The Clerk reported that the vacancy for the Technical Aide II was posted in house as per the Collective Bargaining Agreement. Two qualified employees were interviewed for the position. Public Works Director Reitz selected Kevin McDonough for the position.

Action: Chairman Orille and Vice Chairman Coughlin certified Kevin McDonough to the classified position of Technical Aide II. A Certificate of Appointment was signed and will be provided to Mr. McDonough.

- Equipment Operator

The Clerk reported that two Equipment Operators-in-Training will be considered for the Equipment Operator vacancy. As soon as one is selected, it will be brought to the HR Committee of Council and the Commission will be notified.

2. Waste Water Treatment Plant Operator - Utilities Department

Rick Eberle, Chief of Utility Operations, requested the Commission create an eligibility list due to the retirement of an operator the end of February.

Action: The Commission approved the advertisement of the Waste Water Treatment Plant Operator in *The Press* at a cost of \$224.25. Also, the advertisement will be placed on the Ohio Water website. Applications will be collected for a period of three weeks.

3. Fire Department

- Firefighter/Paramedic

Chief Huerner stated that interviews and background checks were conducted on the five candidates. A panel consisting of the Chief and four officers selected Forest Mercer, candidate No. 2. Candidate No. 1 and No. 5 on the eligibility were not considered for the position since they have not received their paramedic's license. The license is required at time of appointment not at time of application. Mr. Mercer will move forward with a voice stress analysis, physical, and additional psychological testing.

After discussions with the Finance Director regarding which budget the related expenses will come from, Chief Huerner stated that the Fire Department will pay for the physical, the Human Resources Department will pay for the background checks, and it was his understanding that the Civil Service Commission will pay for the psychological testing. A voice stress analysis is performed by the Police Department; however, there is no cost associated with this test.

The Clerk reported that she contacted the psychologist the Police Department used recently to obtain a quote. The initial amount quoted was \$1,300 for a full psychological profile. She informed the doctor's office that the psychological test requested would be for a conditional offer of employment. The estimate for that type of test was \$700. The candidate would need to meet with the doctor for three or four sessions.

Chief Huerner stated that Pradco, who completed the initial psychological testing, can complete a full evaluation. The full evaluation is a six hour test for \$725 or they can conduct a less extensive test for \$600.

Vice Chairman Coughlin stated that he did not recall dividing up the costs at the last meeting and that the Commission asked the Mayor to determine which budget the expenses would come from. The type of psychological test to be conducted does not fall under Civil Service. It is not up to the Commission to decide what the standards are for the position.

Mayor Zilka entered the meeting.

Chairman Orille requested Chief Huerner provide the Commission with a recommendation for the psychological testing after speaking with HR Director DeTillio.

In response to the Clerk, Chief Huerner responded that he would like to have the psychological testing completed soon and would prefer not to wait until the Commission's next meeting in March for a decision.

Mayor Zilka stated that the Commission could proceed with approving the test and if it is determined that the expense should come from the HR Department's budget, the Finance Director will replace those funds to make the Commission whole. The Mayor stated that

it was his inclination that the HR Department should bear these costs and will speak with HR Director DeTillio.

Action: The Chairman Orille and Vice Chairman Coughlin approved the expenditure for psychological testing by Pradco at a cost up to \$725.

The Clerk reported that Chief Huerner contacted the Commission on January 30th when Forest Mercer was selected and requested another application in order to begin the interview process. The Clerk forwarded that request to the Commission who approved the delivery of another application. The application of Kevin Gannon, Candidate No. 8 was provided to Chief Huerner on February 3, 2015.

- Lieutenant Promotional

The Clerk reported that one of the candidates removed his name from consideration. There are a total of 11 who will take the test on February 18th. It will be held at the Safety Center.

Chief Huerner reported that he spoke with Chief Talcott who is creating the exam based on the five books selected by Chief Huerner. Initially, Chief Huerner considered incorporating Avon Lake's standard operational guidelines (SOGs) in the exam; however, since several rules in the SOGs are being revised, he decided it would be difficult to test the candidates on it.

- Assistant Fire Chief

Chief Huerner requested the Commission not begin the process for the Assistant Fire Chief until the Lieutenant promotional has concluded.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

