

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Council Conference Room  
Thursday, March 12, 2015

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

Valerie Rosmarin, Clerk

Also in attendance: Mayor Zilka, Chief Streator, Chief Huerner, Chief of Utility Operations Eberle, and HR Director DeTillio

The meeting commenced at 6:00 p.m.

1. Approval of Minutes

The minutes from 9/4/14, 10/3/14, 10/9/14, 10/29/14, 11/6/14 & 11/12/14 as prepared and published were approved.

2. Public Works Department

- Equipment Operator

The Clerk reported that Edward Ward, equipment operator-in-training, was selected by Public Works Director Reitz to the position of equipment operator. The vacancy was created due to a retirement in December 2014. As per the Collective Bargaining Agreement, the vacancy was posted in house and two individuals were qualified for the position. The HR Committee of Council approved this promotion. Mr. Ward will be appointed to the position at the Council Meeting on March 23rd.

**Action:** The Commission certified Edward Ward to the classified position of Equipment Operator. A Certificate of Appointment was signed and will be provided to Mr. Ward.

- Laborer

The Public Works Director completed the interview process and selected Patrick Stokes and Donald Hoerig for the position of laborer. The HR Committee of Council approved these new hires. Mr. Stokes and Mr. Hoerig will be appointed to the position at the Council Meeting on March 23<sup>rd</sup>.

**Action:** The Commission certified Patrick Stokes as laborer in the classified service of Avon Lake. A Certificate of Appointment was signed and will be provided to Mr. Stokes.

**Action:** The Commission certified Donald Hoerig as laborer in the classified service of Avon Lake. A Certificate of Appointment was signed and will be provided to Mr. Hoerig.

**Action:** The certified eligibility list was revised to reflect the removal of candidate No. 2, Ronald Hoerig, and candidate No. 4, Patrick Stokes, due to their appointments.

**Action:** Rick Eberle, Chief of Utility Operations, informed the Clerk that both candidates should be removed from the certified eligibility list for laborer in the Utilities Department. Mr. Hoerig is candidate No. 4 and Mr. Stokes is candidate No. 6 on that list. Upon their removal, another application will be forwarded to Mr. Eberle for consideration.

- Technical Aide I

HR Director DeTillio informed the Commission that a new job description was prepared and approved by the HR Committee of Council. It was forwarded to the union for their review and approval. After the union has approved the job description, it will be legislated. Thereafter, the vacancy will be posted in house. If there isn't a qualified candidate, the Commission will be instructed to collect applications, administer a test, and create an eligibility list.

### 3. Waste Water Plant Operator - Utilities Department

The Clerk reported that 17 applications were received from qualified candidates. An eligibility list was created based on name and certification.

**Action:** The Commission certified the eligibility list for a period of one year. The applications of the 17 qualified candidates will be forwarded to Mr. Eberle to begin the application process.

### 4. Fire Department

- Firefighter/Paramedic

The Fire Department selected two candidates from the certified eligibility list. Forest Mercer was sworn in March 9<sup>th</sup> at the Council Meeting with an effective date of March 16<sup>th</sup>.

**Action:** The Commission certified Forest Mercer as Firefighter/Paramedic in the classified service of Avon Lake. A Certificate of Appointment was signed and will be provided to Mr. Mercer.

The second candidate to be appointed is Michael Pertz. Mr. Pertz will be sworn in at the March 23<sup>rd</sup> Council Meeting with an effective date of March 30<sup>th</sup>.

**Action:** The Commission certified Michael Pertz as Firefighter/Paramedic in the classified service of Avon Lake. A Certificate of Appointment was signed and will be provided to Mr. Pertz.

Chief Huerner reported that all expenditures for psychological testing and physicals on new hires will be the responsibility of the HR Department. The Commission will incur expenditures associated with creating an eligibility list.

**Action:** The certified eligibility list was revised to reflect the removal of candidate No. 2, Forest Mercer, and candidate No. 6, Michael Pertz, due to their appointments.

After the lieutenant promotional concludes and a lieutenant is appointed, the Fire Department will have a vacancy. Chief Huerner requested that the Commission forward another application of the next candidate to begin the interview process.

**Action:** The Commission approved the delivery of the application of candidate No. 9, Clayton Khoma, to Chief Huerner.

- Lieutenant Promotional

The results for the written exam conducted on February 18<sup>th</sup> were distributed to the Commission, Chief Huerner, and the candidates. Eleven candidates participated in the exam and nine passed. Five candidates reviewed their exam and their protests were forwarded to Chief Talcott of the Ohio Fire Chiefs Association. Chief Talcott reviewed each protest and submitted his response denying each appeal.

Vice Chairman Coughlin stated that the candidates had valid points in that the material was referenced elsewhere in the book; however, Chief Talcott informed the candidates that the reference material and page number where the answer of each question could be found was indicated next to each question. Each candidate was provided with an index card and permitted to note any question they wanted to review after the test was completed.

Chief Huerner reviewed all protests and agreed with Chief Talcott's rebuttal. He noted that there were three questions that were worded in way that confused some of the candidates, but that confusion was not enough to withdraw the question.

In response to Secretary Maloney, Chief Huerner stated that the test created by Chief Talcott examines how the candidate understands the material and is not material the candidate has simply memorized. Chief Huerner stated that in order to obtain the best candidate, that candidate should understand the material. Overall, Chief Huerner was satisfied with the exam and received positive feedback from the candidates.

The Clerk stated that the Assessment Center will be conducted over two days, Saturday, March 21<sup>st</sup> and Sunday, March 22<sup>nd</sup> due to the number of candidates participating. It is the procedure of the OFCA to test a maximum of six candidates per day.

Chief Huerner reported on his meeting with Chief Keith Larsen, the lead assessor. After discussions on the type of Assessment Center, traditional or situational, Chief Huerner recommended the traditional Assessment Center. Some of the activities conducted will be customized to the practices of the Fire Department and the Avon Lake community.

In response to the Clerk, Chief Huerner decided which day each candidate will attend. Five will participate on March 21<sup>st</sup> and four on March 22<sup>nd</sup>. A list of who will participate on which day will be forwarded to the Clerk.

The Clerk reported that Chief Larsen will conduct an orientation for the candidates on Thursday, March 19<sup>th</sup>, at 9 a.m. at the Fire Department training room. The Commission is invited to attend.

**Motion:** Mr. Orille made a motion to reject the protests and accept Chief Talcott's justifications of the existing answers. The motion was seconded by Mr. Maloney. **Vote:** 3-0.

5. Executive Session

**Motion:** Mr. Orille made a motion to adjourn to Executive Session in compliance with Ohio Revised Code Section 121.22 to discuss a personnel matter. The motion was seconded by Mr. Maloney. **Vote:** 3-0.

Adjournment: 6:55 p.m.

6. Reconvening of the Civil Service Commission Meeting

The open Civil Service Commission Meeting reconvened at 7:19 p.m.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

