

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Council Conference Room
Thursday, April 9, 2015

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

Valerie Rosmarin, Clerk

Also in attendance: Mayor Zilka and Chief Huerner

The meeting commenced at 6:05 p.m.

1. Approval of Minutes

The minutes from the December 4, 2014 and December 18, 2014 Civil Service Commission meetings were approved as prepared and published.

2. Lieutenant Promotional - Fire Department

The results from the Assessment Center conducted March 21st and March 22nd and the profiles of each candidate prepared by Chief Keith Larsen were distributed to the Commission and Chief Huerner.

The Clerk informed the candidates that the results would be certified by the Commission at this meeting and requested any feedback regarding the process. One candidate contacted the Clerk with regard to the Ohio Fire Chiefs Association's method of filming each session. Instead of engaging in dialog with the assessor, the candidate spoke directly into a camera. The assessor sat behind a desk and looked down as the candidate spoke. The candidate stated he found this technique unusual since he interacts with the public on a regular basis.

Chief Huerner asked the Commission what the process would be if a top candidate on the eligibility list is on leave due to sickness, injury, or disability and is not available to perform the function of the job would he remain on the list and get passed over or is he removed from the list?

Mayor Zilka asked if the Commission can make a determination that a candidate is not fit to become a lieutenant until the candidate is physically able to perform the job, set their name aside, fill the vacancy, and when that individual is deemed physically able to perform, place the candidate back on the list?

Vice Chairman Coughlin inquired if a physical is required prior to the promotion. In response, the Clerk noted Civil Service Rule 6 (b)

Physical examination may be made of all applicants for positions in the Fire and Police Departments, both on original and promotional applications and for positions in any other department, if the prospective duties and betterment of the service, in the opinion of the heads of the Department and the Avon Lake Civil Service Commission, may demand.

Chairman Orille stated that if the Commission is considering disqualifying an individual from the eligibility list, they are given a hearing. At that time, the Commission will make a determination based on the facts submitted.

Chief Huerner posed the question that if someone is promoted and fails the physical, why would you allow them to continue in the physically demanding job.

In response, Vice Chairman Coughlin stated that the department has the right to establish what type of physical would be required for each position.

Action: The Commission endorsed the certified eligibility list for lieutenant in the Fire Department for a period of one year. (attached).

Action: The Commission certified Jeremy Betsa to the classified position of Lieutenant in the Fire Department. A Certificate of Appointment was endorsed and will be provided to Mr. Betsa.

3. Annual Report

The Clerk distributed to the Commission a copy of the 2014 Annual Report and Report of Activities for the State Personnel Board of Review. These documents are prepared and filed with the State.

Action: Secretary Maloney endorsed the Report of Activities. The Clerk will forward the report to the State Personnel Board of Review and provide copies to the Mayor and HR Committee of Council.

Meeting was adjourned at 7:01 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk