

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Public Works Conference Room  
Thursday, May 7, 2015

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

Valerie Rosmarin, Clerk

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

The meeting commenced at 6:00 p.m.

1. Approval of Minutes

Chairman Orille made a motion to approve the minutes from January 8, 2015, February 6, 2015, February 18, 2015, and March 12, 2015. The motion was seconded by Vice Chairman Coughlin. **Vote:** 3-0.

2. Waste Water Treatment Plant Operator – Utilities Department

The Clerk reported that Chief of Utility Operations Eberle advised the Commission that the interviews concluded and two candidates were selected for the position from the eligibility list.

Mr. Eberle stated that the Municipal Board of Utilities approved the hiring of Marcus Leibas and William Fischer on May 5, 2015. Seventeen applicants were interviewed by a panel of three. Thereafter, the panel evaluated the candidates to determine the top five. The panel selected four from the top five to re-interview. A fourth member was added to the panel for the second interview.

**Motion:** Chairman Orille made a motion to certify Marcus Leibas and William Fischer to the classified service. The motion was seconded by Secretary Maloney. **Vote:** 3-0.

**Action:** The Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Leibas and Mr. Fischer.

3. Recreation Programmer Job Description - Recreation Department

The Clerk reported that she contacted two local testing companies regarding a test for this position. Dan Clancy of Clancy & Associates from Cleveland informed the Clerk that

after reviewing the job description, he could not create a specific test for recreation programmer. He could create a general knowledge test. Pat Ramsey of Ramsey & Associates from Akron stated that she recently created a test for recreation programmer for another city.

HR Director DeTillo stated that the job description was not approved at the meeting of the HR Committee of Council on May 4<sup>th</sup> due to objections some Committee members have with the new position. It has been placed on hold until further notice.

#### 4. Fire Department

- Firefighter/Paramedic

Chief Huerner informed the Commission that a conditional offer of employment was made to Daniel Root. If Mr. Root successfully completes the pre-employment tests, he will be appointed at the May 26<sup>th</sup> Council meeting. This appointment will fill the vacancy created due to a retirement scheduled to take effect May 17<sup>th</sup>. Chief Huerner requested the Commission certify him either at this meeting or another time prior to the appointment date.

**Action:** The Commission will meet on May 21<sup>st</sup> at 6 p.m. to certify Mr. Root to the classified service provided he has completed all pre-employment testing.

- Assistant Fire Chief

The Clerk received a quote from the Ohio Fire Chiefs Association for the promotional testing. There are seven eligible candidates.

The Commission discussed the process for the promotional testing with Chief Huerner to determine the time line.

**Motion:** Chairman Orille made a motion to adopt the proposal of the Ohio Fire Chiefs Association as the testing agency for the Assistant Fire Chief position. The motion was seconded by Vice Chairman Coughlin. **Vote:** 3-0.

**Action:** Chief Huerner will obtain testing dates from Chief Talcott of the Ohio Fire Chiefs Association. Thereafter, an announcement will be forwarded to all eligible candidates.

#### 5. Budget

The Clerk reviewed the budget with the Commission. The balance is insufficient for the Commission to proceed with testing until additional funds are appropriated. She spoke with the Finance Director Presley about the balance. Mr. Presley requires the Commission to request additional funds. Once received, it will be brought to Council for approval.

**Motion:** Secretary Maloney made a motion to authorize the Clerk of the Commission to approach the appropriate person to begin the process for Council to approve an additional appropriation for funding of the Civil Service Commission in the amount of \$15,000. The motion was seconded by Chairman Orille. **Vote:** 3-0.

6. Executive Session

**Motion:** Chairman Orille made a motion to adjourn to Executive Session in compliance with Ohio Revised Code Section 121.22 to discuss the promotion of a fire lieutenant and the compensation of a public employee. The motion was seconded by Secretary Maloney.

**Roll Call Vote:**

Yes: Scott Orille, Jeffrey Coughlin, and Timothy Maloney

No: None.

Motion carried.

Adjournment: 6:41 p.m.

7. Reconvening of the Civil Service Commission Meeting

The Civil Service Commission Meeting reconvened at 7:31 p.m.

Present: Scott Orille, Jeffrey Coughlin, and Timothy Maloney.

Meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

