

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Council Conference Room
Monday, June 6, 2016

Attendance: Scott Orille, Chairman
Jim Janis, Vice Chairman
Susan Olijar, Secretary

Valerie Rosmarin, Clerk

Also in attendance: Assistant Fire Chief Moore

The meeting commenced at 6:02 p.m.

1. Approval of Minutes

Chairman Orille made a motion to approve the minutes from March 23, 2016 and April 27, 2016. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

2. Police Department

- Dispatcher/Records Clerk

The Clerk reported that the application period began on Wednesday, June 1st and will conclude on Monday, June 27th. The advertisement in *The Plain Dealer* ran on Sunday, June 5th and will run in *The Press* on Wednesday, June 8th. Also, the ad was posted online at Cleveland.com, Craig's List, LCCC, and LorainCounty.com. To date, 11 applications have been received. The written exam is scheduled for Tuesday, June 28th at Avon Lake High School. Pat Ramsey of Ramsey & Associates will conduct the exam.

The Clerk reported that she spoke with Chief Streater regarding the options available for the written examination as submitted by Ramsey & Associates. He requested the Civil Service Commission conduct option No. 1, which is the audio examination.

- Entry Level Patrolman

The Clerk reported that Chief Streater delivered to the Civil Service Commission the request of Joseph Mulcahy, Candidate No. 2 to be removed from the eligibility list.

Motion: Chairman Orille made a motion to remove Joseph Mulcahy from the certified eligibility list and to forward the application of Todd Esson to Chief Streater. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

3. Amendments to Civil Service Rules for the Fire Department

The Clerk reported on the changes for the rule pertaining to promotions in the Fire Department which was amended in January 2015. The amendment added the position of Assistant Fire Chief and Captain. Since the rank structure in the Fire Department changed to add the position of Assistant Fire Chief and Captain, Chapter 17 needed to be revised. However, there was an oversight and additional language is needed to be included in Chapter 17 which outlines the process of eligible candidates, i.e. Chief, Assistant Fire Chief, Captain, and Lieutenant.

Assistant Fire Chief Moore addressed the Civil Service Commission on a proposal to amend the rules to require only qualified candidates for the position of firefighter/paramedic to be interviewed. The rule allows candidates without a paramedic's license to be placed on the eligibility list, however, they cannot be appointed until the paramedic's license is received. The rule created difficulties during the last interview process since there were many unlicensed candidates at the top of the list. Due to this, Chief Huerner requested the Civil Service Commission revise that rule.

Chairman Orille stated that based on that request, he prepared language amending that rule which would require candidates to meet all of the job qualifications 30 days from the closing date of the job posting.

In response to Secretary Olijar, Assistant Fire Chief Moore stated that the date for paramedic tests varies from school to school.

The Civil Service Commission discussed various time frames to allow a candidate to provide his license after application process closes and before the eligibility list is certified.

The Civil Service Commission concluded that the amendment would state that the candidates must meet all job qualifications and are required to submit all certificates within 14 days after the application deadline. The amended language will be prepared and the Civil Service Commission will approve it at their next meeting.

Assistant Fire Chief Moore stated that Chief Huerner requested the Civil Service Commission also considered amending seniority points in promotional exams. Seniority points are added to the results of the written exam. There have been some situations in the past where a candidate with more seniority did not receive the promotion and would have been promoted if the seniority points were added to the total score of the written exam and assessment center.

After discussions, the Civil Service Commission determined that the amendment to the rule on seniority points will be considered at another meeting.

Meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

