

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Public Works Conference Room  
Thursday, July 7, 2016

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

Valerie Rosmarin, Clerk

Also in attendance: Fire Chief Huerner and HR Director DeTillio

The meeting commenced at 6:15 p.m.

1. Approval of Minutes

Chairman Orille made a motion to approve the minutes from May 6, 2016 and May 18, 2016. The motion was seconded by Secretary Olijar. Motion passed. 3-0.

2. Police Department

- Entry Level Patrolman

The Clerk reviewed the eligibility list and identified the candidates who were removed voluntarily from the list to date. The following removals were Todd Esson on June 15<sup>th</sup>, Craig Breese on June 18<sup>th</sup>, Donovan Flynn on June 23<sup>rd</sup>, Jeffrey Romano on July 5<sup>th</sup>, and Eric Smith on July 7<sup>th</sup>.

Chief Streator requested the Civil Service Commission approve the appointment of Anthony Fabrizi as Entry Level Patrolman. Mr. Fabrizi successfully completed all tests and evaluations in the interview process and will be sworn in at the Council meeting on July 11<sup>th</sup>.

**Motion:** Chairman Orille made a motion to certify the appointment of Anthony Fabrizi to the position of Entry Level Patrolman in the classified service of the City of Avon Lake. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

**Action:** The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Fabrizi.

**Motion:** Chairman Orille made a motion to certify the new Entry Level Patrolman eligibility list effective upon the appointment of Anthony Fabrizi. The motion was seconded by Vice Chairman Janis. Motion passed. 3-0.

- Dispatcher/Records Clerk

The Clerk reported on the results of the Dispatcher/Records Clerk exam conducted June 28<sup>th</sup>. There were 33 applications collected, 32 candidates completed the exam, 26 passed, 6 failed, and there was one no show. The passing results were posted online. One candidate reviewed her exam and another candidate scheduled an appointment to review her exam. The protest period ends July 15<sup>th</sup>. The eligibility list will be certified at the next meeting of the Civil Service Commission.

Since there is not a vacancy for a full-time Dispatcher/Records Clerk, Chief Streater will not be requesting the applications of the top five candidates after the list is certified; however, there are part-time vacancies. Chief Streater would like to contact the top five candidates to see if they would be interested in a part-time position. The Police Department has had difficulty filling those positions. After discussion, the Civil Service Commission directed the Clerk to provide Chief Streater with the contact information of the top five candidates.

3. Amendments to Civil Service Rules for the Fire Department

Chairman Orille prepared the language to revise Chapter 15 of the Civil Service Rules as follows:

**Proposed Modifications to Civil Service Rule 15**

- 1.) Modify Section 15(A)(2) as follows:
  - Eliminate the words “upon appointment as a Firefighter/Paramedic.”
- 2.) Add New Section 15(F) as follows:
  - Except as otherwise determined by the Commission and excepting the requirements set forth in Section 15(B), candidates for the position of Firefighter/Paramedic must satisfy all job qualifications and requirements for an original appointment, and must submit to the Clerk of the Commission all required documentation demonstrating that the candidate meets the qualifications and requirements, not later than fourteen (14) days after the deadline for submission of applications for the posted position.

**Motion:** Chairman Orille made a motion to adopt the proposed changes to Civil Service Rule 15(A)(2) and (F) subject to the approval by Council. The motion was seconded by Vice Chairman Janis. Motion approved. 3-0.

The Clerk noted that revisions are needed in Civil Service Rule 17 to include the new rank structure in the Fire Department. A revision of that rule will be prepared and approved by the Civil Service Commission at their next meeting.

Civil Service Commission Minutes – 7/07/16

The Civil Service Commission discussed revising the seniority points in promotional exams for Police and Fire. The proposal is to attach those points on the total score of the written exam and assessment center. The Clerk was directed to place this item on the agenda for the next meeting and to reach out to Chief Streator for his input.

Meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

