

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Public Works Conference Room  
Thursday, July 9, 2015

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

Valerie Rosmarin, Clerk

Also in attendance: Chief Huerner and HR Director DeTillo

The meeting commenced at 6:00 p.m.

1. Approval of Minutes

Secretary Maloney made a motion to approve the minutes from April 9, 2015, April 23, 2015, and May 7, 2015 as published. The motion was seconded by Chairman Orille.

**Vote:** 3-0.

2. Fire Department

- Firefighter/Paramedic

Chief Huerner requested the Civil Service Commission approve the appointment of Kyle Urig and Brian Wood as Firefighter/Paramedics. Mr. Urig and Mr. Wood successfully completed all tests and evaluations in the interview process and will be sworn in at the Council meeting on July 13<sup>th</sup>.

**Motion:** Chairman Orille made a motion to certify the appointment of Kyle Urig and Brian Wood to the position of Firefighter/Paramedic in the classified service of the City of Avon Lake. The motion was seconded by Secretary Maloney. **Vote:** 3-0.

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

**Motion:** Chairman Orille made a motion to certify the updated eligibility list. The motion was seconded by Secretary Maloney. **Vote:** 3-0

- Assistant Fire Chief

The Clerk reported that the results of the written examination conducted by Ohio Fire Chiefs Association on July 8<sup>th</sup> were received. She tabulated the scores which included

seniority points. All four candidates received passing scores. The candidates have not been notified since the results were received moments before this meeting. The Clerk will send the candidates their scores via email and interoffice mail. The Assessment Center will be conducted August 15, 2015.

3. Engineering Technical Aide I – Public Works Department

The Clerk reported that the application process for the Engineering Technical Aide I opened June 29<sup>th</sup> and is scheduled to conclude on July 3<sup>rd</sup>. To date, three applications have been received. She asked the Civil Service Commission how they wish to proceed. This position was advertised in *The Press* for two publications, on *Cleveland.com* for two weeks, and in *The Chronicle* for two Sunday publications. It has been placed on the following websites at no cost to the City: loraincounty.com, Cleveland State, Tri-C, and LCCC.

Public Works Director Reitz stopped by the meeting and discussed the lack of response and agreed that the application process should be extended. He will provide the Clerk with additional professional websites where the job could be posted.

The Civil Service Commission decided to extend the application process for an additional month and have the exam the end of August.

**Motion:** Secretary Maloney made a motion to approve the extension on the application process for an additional month and approve the advertisement with Cleveland.com in the amount of \$185.00. The motion was seconded by Chairman Orille. **Vote:** 3-0.

**Motion:** Secretary Maloney made a motion to authorize the Clerk to have the authority to approve an additional expense up to \$500 for the placement of an advertisement on an additional website that will be determined by Public Works Director Reitz. The motion was seconded by Chairman Orille. **Vote:** 3-0.

**Action:** The Clerk will make arrangements to have the test held on Saturday, August 29<sup>th</sup> at the Avon Lake High School.

4. Recreation Programmer – Recreation Department

The Clerk reported that the job description is up for passage at the Council meeting on July 13<sup>th</sup>. Recreation Director Gerrone would like the Civil Service Commission to begin the process to create an eligibility list as soon as the job description has been approved.

HR Director DeTillo stated he will meet with union representatives on July 15<sup>th</sup> to discuss the salary and to determine which collective bargaining unit this position will be placed. Thereafter, he will post the position in house.

**Motion:** Chairman Orille made a motion to approve the proposal of Ramsey and Associates in the amount of \$780 to create, administer, and score the exam. The motion was seconded by Secretary Maloney. **Vote:** 3-0.

**Motion:** Secretary Maloney made a motion to approve the advertisement with Cleveland.com in the amount of \$185.00 and *The Press* for an amount up to \$300.00. The motion was seconded by Chairman Orille. **Vote:** 3-0.

**Action:** The Clerk will make arrangements to have the test held on Saturday, August 29<sup>th</sup> at the Avon Lake High School.

Meeting was adjourned at 6:38 p.m.

Respectfully submitted,

Valerie Rosmarin, Clerk

