

MINUTES OF THE  
CIVIL SERVICE COMMISSION MEETING  
Council Conference Room  
January 13, 2020

Attendance: Robert Baker, Vice Chairman  
John Polinko, Secretary  
Valerie Rosmarin, Clerk of Council  
Patty Knip, Clerk

Also, in attendance: Mayor Zilka, HR Director Siwierka, Chief Streator, KC Zuber, and Richard Tayek.

The meeting commenced at 4:00 p.m.

1. Resignation of Susan Olijar

Mr. Baker read the email Chairman Olijar sent to the Mayor resigning from the Commission effective immediately. Mayor Zilka stated Mr. Tayek was asked to join the Commission and is in attendance to observe the activities of this body.

2. Appointment of Office

Nominations to the floor for the position of Chairman.

Motion: John Polinko moved to appoint Robert Baker as the Civil Service Commission Chairman. After receiving no other nominations, nominations are closed. Motion passed 2-0.

Motion: Robert Baker moved to appoint John Polinko as the Civil Service Commission Vice Chairman. After receiving no other nominations, nominations are closed. The motion passed 2-0.

The third position of Secretary will remain vacant pending appointment of a new Commissioner.

3. Public Works/ALRW Laborer

The Clerk of Council reported that the test was administered to 28 applicants on December 17<sup>th</sup>. The test results showed that 19 of the 28 applicants will be placed on the CDL list. The passing score for the combined CDL/Laborer test was 105% and the passing score for the Laborer test was 70%. Based on the results, four applicants failed the CDL component, four applicants failed the Laborer test, and one applicant failed the both sections (CDL/Laborer). No one called to review or protest their scores.

Three of the top five applicants for ALRW are veterans and four of the top five applicants for Public Works are veterans.

The Commission reviewed all DD214s submitted to determine if five bonus points should be awarded. Chairman Baker discovered applicant Abfall showed a shortage of active time served, but other duties listed indicate he may still be in reserve service. If Mr. Abfall can demonstrate through a combination of active duty and reserve time with a letter from his unit, he would qualify for the bonus points. The Civil Service Clerk was instructed to contact Mr. Abfall and request this information.

Motion: Chairman Baker made a motion to certify the eligibility lists for the ALRW and Public Works Laborer, with Lawrence Abfall being ranked number one, contingent on receipt of documents supporting his credit for military service. The motion seconded by Vice Chairman Polinko. Motion passed 2-0.

#### 4. ALRW

##### Waste Water Plant Operator

The Clerk of Council stated that at the last meeting the Commission was informed that this position was not advertised in the proper venues and the test was postponed and rescheduled for February 20<sup>th</sup>. Chief Utilities Executive Danielson will post it on the various websites ALRW uses and it was posted on the City website and will be advertised for one publication in *West Life*. The certification needed for this position is a Waste Water Class I License.

##### Water Filtration Plant Operator

Chief Utilities Executive Danielson informed the Civil Service Clerk that his office has attempted to schedule an interview with candidate James McMickle and requested direction from the Commission on this matter.

The Civil Service Clerk was directed to contact Mr. McMickle and if he fails to respond, the Civil Service Clerk was instructed to forward the next eligible candidate on the list and Mr. McMickle will be removed from the eligibility list at the next meeting.

#### 5. Police Department

##### Entry Level Patrolman

The Clerk of Council reported that Clancy & Associates was contacted to secure a date of Saturday, February 29<sup>th</sup> and requested the Commission approve a budget. The cost for the test is \$700 for the first 40 individuals and \$15/person thereafter. If 80 applicants take the test, the cost would be \$1,300. The past advertising budget was \$1,000.

Chief Streator informed the Commission that he spoke with Kevin Nietert of Clancy & Associates and was very satisfied with this testing agency.

The Clerk of Council stated that previously the Commission would require the applicant to take a written test and then submit to a physical agility test at Tri-C to be eligible. For the last list and at the recommendation of Chief Streator, the Commission only required applicants to pass the written test. Then during the interview phase, the candidate was

required to pass a physical agility test to be considered for appointment. This method will test the individual's physical agility at the time of appointment rather than two years previously and will provide the City with an accurate account of the individual's abilities or limitations, if any.

Chief Streator explained that the City does not require applicants to have attend OPOTA (Ohio Peace Officer Training Academy). If someone is worthy of employment with the City, they will be sent to the academy, which is a six-month process paid by the City. There is no interest in changing the Police Officer job description to require OPOTA certification since the City has attained quality employees through this process.

Motion: Vice Chairman Polinko made a motion to retain Clancy & Associates to conduct the Entry Level Patrolman exam with a budget of \$1,300 for the test and \$1,000 for advertising. The motion seconded by Chairman Baker. Motion passed 2.0.

#### Dispatcher Records Clerk

The Clerk of Council reported that on January 6<sup>th</sup> it was discovered that the Dispatcher's list would expire at the end of that day. She contacted Chief Streator to explain the situation and he confirmed that there was no vacancy in the position and stated that he may request a new list in the fall. Also, it was noted that when Chief Streator contacted the top five candidates, because of a possible vacancy last October, the top five candidates were no longer interested, and the Commission removed several from the list in November.

#### 6. Firefighter/Paramedic

The Clerk of Council reported that Clancy & Associates was contacted to conduct a test for Firefighter/Paramedic. Since there is an urgency to test for Entry Level Patrolman, Chief Betsa agreed to wait for that process to conclude and the Firefighter/Paramedic test has been scheduled for April 29<sup>th</sup>. The budget could be approved now, or the Commission can wait until next month. Chief Betsa recommended Clancy & Associates after he spoke with Kevin Nietert. He asked Kevin if it were possible to include paramedic/fire questions on the test rather than general knowledge questions. Vanessa from Clancy & Associates informed the Clerk of Council that they could include those types of questions, however, she wanted the Commission to be aware that those types of questions could impact the scores. Chief Betsa will attend the February meeting to discuss this further.

Chairman Baker stated that he would like to wait on approving the budget after the Commission hears from Chief Betsa.

#### 7. Civil Service Rules Review

Chairman Baker reported that Vice Chairman Polinko submitted a draft informing the City that the Commission will be reviewing the Civil Service Rules and is seeking input for the February meeting.

HR Director Siwierka recommended that the Civil Service Clerk contact other chartered communities and obtain copies of their Civil Service Rules for comparison.

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Chairman Baker stated that any information gathered could be discussed at the meeting.

Motion: Chairman Baker made a motion to adjourn. The motion seconded by Vice Chairman Polinko. Motion passed 2-0.

Meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Patty Knip, Clerk