



City of Willowick
CIVIL SERVICE COMMISSION MEETING

Friday September 29, 2023 at 9:00am
City Council Chambers

ADA NOTICE

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

MINUTES

Meeting Called to order by Chairman Lazor at 9:00am

Pledge of Allegiance

Roll Call

Present:

Chairman Mike Lazor; Board Member Jim Tobin; Board Member Bill Wittlinger

Also Present:

Police Chief Rob Daubenmire; Sergeant Mark Guerrieri; Lieutenant Jeff Mastroianni;
Fire Chief Bill Malovrh; Law Director Stephanie Landgraf; Clerk Christine Morgan

Minutes:

Motion made by Mr. Wittlinger to approve the minutes (as amended) of June 1, 2023 Civil Service Meeting; Seconded by Mr. Tobin

All Aye; No Discussion; Motion Carried.

Old Business:

None

New Business:

Agenda Item 1:

Chief Daubenmire requested to abolish the current eligibility list. One member remains which the department is no longer interested in and asked for the list to be extended to include a candidate which has been hired. The current list was created 7/29/2022 and was extended at the 6/1/2023 Civil Service meeting to 7/29/2024. Law Director Landgraf noted that as long as the list has been in effect for one year from the date it was certified, then the board can abolish it at their discretion.

**Motion made to abolish the current police eligibility list made by Mr. Tobin;
Seconded by Mr. Wittlinger.**

All Aye; No Discussion; Motion Carried

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Agenda Item 2:

Sgt. Guerrieri mentioned he could have Auston Jameson from the National Testing Network (NTN) via Zoom for anyone who had questions regarding the process.

Chairman Lazor stated he is aware of what the company is trying to do and believes it is a good thing. Sgt. Guerrieri noted it is a nationwide civil service test, advertised with the NTN via their social media outlets in addition to the city's department advertising for the potential of a larger pool of candidates. This allows potential applicants to have an open time of one month to take the test with their choice of either a testing site or at home. The candidate would upload all of their information (birth certificate, driver license, OPADA points, diploma, etc) and the results are forwarded to the CSC to include the extra credit points and prepare the new list.

Mr. Tobin asked if the test is unique to each city or a generic test for various areas to prevent the candidate from taking it repeatedly throughout the year.

Sgt. Guerrieri mentioned that they could take the test for a variety of areas but unsure how long the score would be good. (6 months was mentioned and Mr. Tobin gave an example of the physical ability test with Tri C being good for one year).

Law Director Landgraf asked if it is a proctoring situation as in the NTN would handle the administration of the test and the city would still settle all the qualifications. Mr. Wittlinger noted this is a standard test. Mr. Tobin noted this same to get candidates in the door and added that promotional tests allows the fire department chiefs to pick what study material is needed that is relative to their city where police moved away from the promotional exam and toward an assessment by professionals for qualifications. If it is effective, saves us money and provides the city with a wider pool of eligible applicants, then there is no problem. Law Director Landgraf stated it is essentially changing from Clancy to the NTN and she had no legal problem with that.

Chairman Lazor how the process would take place if a candidate was chosen from another state to handle background checks or interviews and would that take place via Zoom? Sgt. Guerrieri noted that would be something the board would come up within the rules and that should be done now. Director Landgraf read from the rules, "...evaluation by an other professionally accepted method..." and asked if Zoom was accepted in the law enforcement industry to which Sgt. Guerrieri noted it was as a lot of trainings are done in that capacity. Asking how soon this would be needed, Chief Daubenmire noted they were down and Director Landgraf suggested that video be added to Rule IV; Section 3(a) and it only needs one weeks' notice to change. The board will need to meet again in a week. Section (a) also allows the Commission to "...designate examiners to assist in the conduct of the examination," and would include all classified services.

Motion to authorize the Law Director to make change to Rule IV, Section 3(a) to allow for video utilization in the process of background checks and anything applicable to the hiring of candidates made by Mr. Tobin; Seconded by Mr. Wittlinger.

No further discussion; All ayes; Motion Carried.

***Meeting set for Tuesday, October 10, 9:00am to establish the testing requirements.*

Agenda Item 3:

Chairman Lazor inquired if this was for police and fire. Chief Daubenmire noted that this may have been changed under Chief Turner and wanted to make sure it was done. Originally, the department was only to allow scores from Tri C and the change requested to accept the academy exit scores instead of making graduates go to another facility to test again. Director Landgraf

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thought that Chief Turner already accepted this but it was in the testing qualifications and not in the rules. Lieutenant Mastroianni mentioned it was written specifically for the current group because they were made to go back to Tri C and test again. The group all mentioned it may be in the testing announcement and it will need changed there. Director Landgraf read that it can "...consist of written, oral and/or the performance of physical fitness tests," and noted that whether the department accepts a prior physical fitness test was at their discretion when the perimeters are established. She asked that with the new clerk, everyone should look at the notice and verify what wording is needed. Chairman Lazor agreed that the agility be allowed for one year from the academy on the notice.

Miscellaneous:

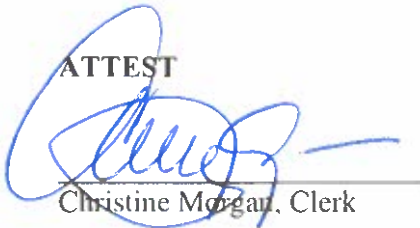
Chairman Tobin discussed the situation with Wickliffe regarding the police and fire chiefs who retired and rehired the following day. The fire union took it to court. The Court found that the fire department was governed by the competitive promotional exam and the position must be filled based on that. The Chief retired from his position, creating a vacancy and state law did not allow for him to be rehired to the same position. There has to be a test or a process for the vacancy. The board wanted to make sure that council and mayor are aware of this and it doesn't happen here. Director Landgraf mentioned they are aware and the mayor would have to certify to the board of the vacancy.

Adjournment:

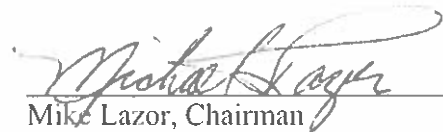
Motion made by Mr. Wittlinger to adjourn; Seconded by Mr. Tobin

All Aye; No Discussion; Motion Carried and Meeting Adjourned 9:51am.

ATTEST



Christine Morgan, Clerk



Mike Lazor, Chairman