



**City of Willowick**  
**CIVIL SERVICE COMMISSION MEETING**

Tuesday, December 19, 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 9:02am**

**Present:** Chairman Mike Lazor  
Commission Member Jim Tobin  
Commission Member Bill Wittlinger

**Also Present:**  
Police Chief Rob Daubenmire  
Fire Chief Bill Malovhr  
Clerk Christine Morgan

**Minutes:**

**Motion to approve the Minutes of the November 17, 2023 Civil Service Meeting Made by Mr. Tobin; Seconded by Mr. Wittlinger.**

**All Aye; No Discussion; Motion Carried.**

**Old Business:**

Continued discussion from previous meeting regarding age requirements for the police department. Law Director Landgraf requested this tabled, as she has not had a chance to research the requirements for the fire department. Chairman Lazor noted that it may be a benefit for the age requirements to be determined by either state statute or the codified ordinances.

**Motion made by Mr. Wittlinger to table discussion to later date; Seconded by Mr. Tobin.**

**All Aye; Motion Carried**

**New Business:**

Certifying the 26 candidates from the entrance testing that took place between November 1 and December 4, 2023 via the National Testing Network (NTN). One individual failed; 25 others passed. In regards to the individuals who test but did not submit their documentation, the Law Director requested the minutes reflect the following highlighted statement from her December 11, 2023 email: 'Before we review the examination scores, I want to noted that two candidates' applications cannot be accepted as the candidates did not submit the required documentation with their application. Those two candidates are Connor Harkness and Tyler Herrin. I ask the

clerk of the commission to notify the two applicants.’ Ryan Kostelnik advised he is no longer interested in pursuing a position with the department.

The Commission reviewed the remaining 23 candidates for all documentation and awarded additional points to the scores based on trainings and degrees where applicable.

To avoid another meeting, the commission is to certify current list with the condition that the individuals missing documentation be notified, review for possible score change, and provide the police department with the list as it currently stands, so they can move forward. If those persons, who did not supply any documentation, would be removed from consideration and those missing one form, their scores will remain the same.

**Motion to accept conditions and certify the list made by Mr. Wittlinger; Seconded by Mr. Tobin**

**All Aye; No Further Discussion; Motion Carried**

**Miscellaneous:**

None

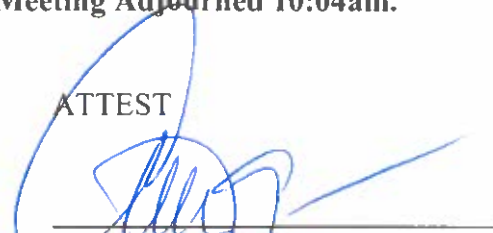
**Adjournment:**

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

**All Aye; No Discussion; Motion Carried and Meeting Adjourned 10:04am.**

  
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Mike Lazor, Chairman

03/05/2024

ATTEST  
  
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Christine Morgan, Clerk