



City of Willowick
CIVIL SERVICE COMMISSION MEETING

Thursday April 11, 2024 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

Present:

Chairman Mike Lazor
Commission Member Jim Tobin
Commission Member Bill Wittlinger

Also Present:

Mayor Michael Vanni
Fire Chief Bill Malovrh
Law Director Stephanie Landgraf
Lieutenant Keith Lawrence
Lieutenant Mark Guerrieri
Clerk Christine Morgan

Minutes:

Motion to approve the minutes from the March 21, 2024, meeting made by Tobin; Seconded by Wittlinger;

No Discussion; All Aye; Motion Carried

New Business:

Chief Malovrh provided information of how other municipalities handle promotional testing (see attached documentation from Willoughby, Wickliffe, Eastlake, Mentor, Euclid and Willoughby Hills). The panel reviewed and discussed. As noted by Chief, no one is utilizing PRADCO (assessment testing) at the promotional level other than Mentor for firefighters at the entry level. Clerk Morgan provided a copy of the 2002 minutes also referencing how fire testing took place for assistant fire chief. Chairman Lazor noted he was not in favor of PRADCO at this level but possibly at entry. Director Landgraf mentioned she reach out to some departments that use PRADCO. All though utilized, it was not weighed as heavily as currently written in the testing rules in Willowick (60%). Either the test can be used as a pass/fail or to assess other areas the commission would like implement. (i.e., team player). She suggested that if there is going to be some type of interview, there needs to be some objective ranking the candidates know in advance and points be assessed. Chairman Lazor asked Chief Malovrh to come up with some type of entry-level test for those members that are currently on probation. Chief provided the panel with the current job descriptions for Fire Chief and Assistant Fire Chief (also attached) and noted he would like to have two to test.

Discussion of Ordinances 2024-21 & 2024-22 to establish the position and compensation of assistant fire chief goes before council for first reading on April 16. Mayor mentioned that council should not have any issues with passing the legislation as the position was calculated into this year's budget. Steps are in the process for making the positions of captains and lieutenants full time along with relabeling captains as lieutenants. Further talks to take place with Mayor and Fire Chief in addition to law director to review and present the model to the safety committee the first meeting in May. The plan will be to hire three full time captain/lieutenants. If approved by the committee, the idea will go to finance to review the numbers to see if that plan can take place this year. Regarding the additional points to testing scores that are not consistent with the statute, those would need to be in the civil service rules. If the commission wants to provide more points (seniority, experience, education, etc.), Director Landgraf needs notified prior to the ordinances passing. Chairman Lazor noted he was fine with just going along with the state statute (ORC Section 124.45-Fire Department Promotions-read by Director Landgraf later in the meeting). Mr. Wittlinger inquired about going outside the department for candidates for the position of assistant chief position as well, if no viable candidates here. Mr. Tobin asked about a timeline for the full time fire positions. Mayor stated they are aiming for this year but nothing definite. Chief Malovrh mentioned that the title of lieutenant (as opposed to the current title of captains) will work well when changed to a full time position and it will align with the position of sergeants in the police department. The model will indicate full time lieutenants will be in charge as opposed to part time captains as it is currently. As previously noted by Chairman Lazor, the interview process was agreed to be eliminated from the hiring/promotional process, as it opens the possibility of individuals being chosen based on favoritism.

Old Business:

Discussion of the next phases of the fire chief promotional exam. Due to Chief Malovrh's decision not to retire right away, the commission inquire whether to move forward testing lieutenants for the position now or table the idea.

Motion to table testing for fire chief promotional made by Mr. Tobin; seconded by Mr. Wittlinger.

No further discussion; All Aye; Motion Carried

Lieutenant Lawrence mentioned that the budget allowed for the hiring of three police officers. Of those candidates currently on the eligibility list, two are potential hires and one viable that has not gone to the academy yet (August start date). Lieutenant asked that the remaining candidates be eliminated from consideration. The department would like to look at another test as soon as possible and the one remaining name be moved to the new list. Director Landgraf noted that per the rules, the eligibility list must remain for a period of one year from the date of certification of the results but the commission may extend the list for an additional year. The scores from the current list will transfer in order to the new list once testing is complete. Request made for new testing to extend the list. Lieutenant Guerrieri explained how National Testing Network (NTN) works and there is no cost considering the price paid back in November extends for one year.

Motion for entry level testing with the police department between May and August made by Mr. Tobin; seconded by Mr. Wittlinger.

No further discussion; All Aye; Motion Carried

Chairman Lazor presented question regarding sign on bonuses, as it appears many municipalities are turning to this to be competitive. Mayor noted that he and Chief Daubenmire have discussed this in addition to paying for the academy.


Miscellaneous:

The 2002 civil service minutes made notation of candidate discussions going into executive session and ask Director Landgraf if that is something this committee should have been doing.


She answered it was not a requirement although it is an option, but being the civil service commission, the scores are the discussion and not the employee.

Adjournment:

**Motion to adjourn the meeting made by Mr. Tobin; Seconded by Mr. Wittlinger.
No discussion; All Aye; Motion Carried; Meeting Adjourned at 10:19am**



Mike Lazor, Chairman
05/09/2024

ATTEST


Christine Morgan, Clerk