



City of Willowick
CIVIL SERVICE COMMISSION MEETING

Thursday April 24, 2024 at 5:00pm
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
Lieutenant Keith Lawrence
Lieutenant Mark Guerrieri
Clerk Christine Morgan

New Business:

Regarding the police exam, the previous announcement for testing was in November. Chairman Lazor noted all that should be done is assign testing dates. Lt. Lawrence asked if May 1-May 29 would be feasible. Chairman Lazor said "sure" and reminded Director Landgraf's suggestion, he made the motion to have a police test sometime between May and August. Lt. Guerrieri inquired if he was provided the dates when set and Mr. Chairman noted as long as it is the same announcement with the dates changed, approve the dates on announcement and it be publicized. Lt. Guerrieri was asked if he wanted to use 5/1-5/29 for testing dates and he responded he will look at it more tomorrow. Mr. Chairman mentioned the actual dates have to be approved as the meeting dates will be done differently after this meeting. If not approved at this meeting, it will be a couple of weeks. Chief Daubenmire reminded NTN preferred schedules be Monday to Monday and after review of the available dates, it was agreed to scheduled testing from 5/6-6/3

Motion made to approve the hiring of a full time police office with NTN using the previous announcement format amending the testing dates from May 6 to June 3 by Mr. Tobin; seconded by Mr. Wittlinger.

No further discussion; All Aye; Motion Carried

Discussion of scheduling future meeting dates for the 2nd and 4th Tuesday of each month at 9am. Per the rules, the Chairman selects the meeting with notification to other members within 24 hours. Mayor suggested one meeting per month. Mr. Chairman used plan review board as an example as they also have two meetings per month but if there is nothing to place on the agenda, then that meeting would be vacated and notification sent. Clerk Morgan asked that she maintain the process she uses for the other meetings

(all committees, council, charter review) so not to cause her confusion. The idea for two dates would eliminate the need for waiting a month to discuss items.

The testing dates available for the position of assistant fire chief, Chief Malovrh suggested the 5/29 date which would be sooner rather than later to fill the position. Application dates will be from 8:30 am 5/13 to 4:00pm 5/24. There are several options for testing. Chief suggested the shorter exam as the applicants have come up in the ranks with Willowick and hold higher ranks at their full time jobs. The testers will still have an eligibility score and will save the city money. The commission discussed the options of each.

The changes will be as follows: the announcement for assistant fire chief be accepted, the applications pick up process dates of 5/13-5/24 for testing date of 5/29 and the test will account for 100% of the grade with seniority points and the traditional 4-hour assessment process.

Motion to accept the proposed testing process made by Mr. Tobin; seconded by Mr. Wittlinger

No further discussion; All Aye; Motion Carried

Rule VIII Section 2 establishes the changes made to the fire chief position and recruiting from the outside if no interest within the department. However, this section does not include assistant fire chief.

Motion to amend Rule VIII, Section 2 to include the assistant fire chief position as a candidate to test for the fire chief position made by Mr. Tobin; seconded by Mr. Wittlinger.

No Further Discussion; All Aye; Motion Carried

Old Business:

Next phase of the Process for Fire Chief Promotional Exam remains tabled.

Miscellaneous:

Chief Malovrh noted that the ordinance recently passed noted points for education and 2 points for having the Ohio Fire Executive Program. He asked if this also needed to be included in the notice. Review of the announcement will now allow for the changes to coincided with Ordinance No. 2024-21 and Codified Ordinance Section 141.08.

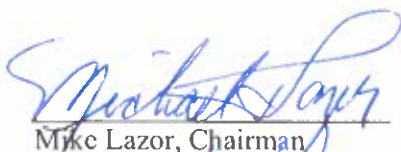
Motion to make further changes to the assistant fire chief exam announcement to reflect made by Mr. Tobin; Seconded by Mr. Wittlinger.

No Further Discussion; All Aye; Motion Carried

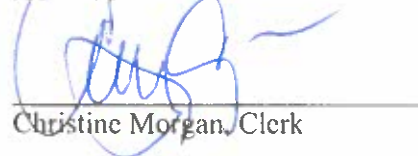
Next proposed meeting 5/14/2024 at 9:00am. Mr. Tobin noted he will not be available to appear.

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

No Discussion; All Aye; Motion Carried; Meeting Adjourned at approximately 5:01pm


Mike Lazor, Chairman
05/09/2024

ATTEST


Christine Morgan, Clerk