



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

Tuesday, March 20, 2025

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.

**AGENDA**

**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF CIVIL SERVICE COMMISSION**

**MINUTES**

1. Motion to approve the minutes of the Civil Service meeting held on February 25, 2025.

**OLD BUSINESS**

2. Review the proposed amendment to rule III, posted on March 3, 2025.

**NEW BUSINESS**

3. Motion to certify the results from the full-time captain test administered on March 7, 2025, for the Willowick Fire Department.
4. Approve announcements and dates for upcoming promotional testing for the fire department.
  - Test dates: May 13, 2025, and May 14, 2025.
  - Positions: Two (2) part-time lieutenants and one (1) full-time captain.
5. Discuss the entry-level testing that was conducted in years past for the fire department.

**MISCELLANEOUS**

**ADJOURNMENT**



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

Tuesday, February 25, 2025 at 9:00 AM  
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**

**CALL MEETING TO ORDER**

The meeting was called to order by Chairman Mike Lazor at 8:59 AM.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF CIVIL SERVICE COMMISSION**

**PRESENT**

Chairman Mike Lazor

Commission Member Bill Wittlinger

Commission Member Jim Tobin

**ALSO PRESENT**

Mayor Michael Vanni

Fire Chief Bill Malovrh

Police Chief Rob Daubenmire

Firefighter Thomas Ponzani

Secretary Molly Henderson

**MINUTES**

1. Motion to approve minutes of the Civil Service meeting on February 11, 2025. Made by Mike Lazor, seconded by Bill Wittlinger and Jim Tobin.

**Discussion:** None.

**Vote:** All Ayes. Motion carried.

**OLD BUSINESS**

2. The reinstatement and retirement process was reassessed. The rules and regulations of the Civil Service Commission were reviewed and utilized. Reinstatement is an action used as a result of a resignation. After retirement, a simple rehiring is all that is required.

**NEW BUSINESS**

3. Motion to revise the age requirements for positions in the Willowick Fire Department. Modify the age for new hires to eighteen (18) years of age. Made by Mike Lazar, seconded by Bill Wittlinger and Jim Tobin.

**Discussion:** Section 124.42 of the Ohio Revised Code was referenced. Rule III, Section Three (3) of the Willowick Civil Service Commission rules, was modified to fit the new qualifications and credentials.

4. Fire Chief Malovrh mentioned a future promotional test for part-time lieutenant by the end of summer.

#### **MISCELLANEOUS**

#### **ADJOURNMENT**

Motion to adjourn the meeting made by Mike Lazar.

**Discussion:** None.

**Vote:** All ayes. Motion carried.

Meeting adjourned at 9:29 AM.

**ATTEST:**

---

Michael Lazar, Chairman

Date

---

Molly Henderson, Secretary



**PROPOSED AMENDMENT TO CIVIL SERVICE COMMISSION RULES**

**POSTED DATE: 3/3/2025**

**Effective 1 week from the date of posting pursuant to Civ. Serv. Commission R. XIV**

***Amendment is shown below in RED FONT.***

---

**RULE III.**

**APPLICATIONS**

**Section 1.** Every applicant for admission to any examination or position in the classified service of the City of Willowick, Ohio, must be a citizen of the United States or a person who has legally declared his/her intentions of becoming a United States citizen, and fulfill the residency requirements as established by the Council of the City of Willowick.

**Section 2.** Every applicant who expects to claim veteran's preference shall present for inspection at the time of filing the application, a certificate of service and honorable discharge, or copies thereof, showing proof of service.

**Section 3.** All applicants for positions in the Police Department must be not less than twenty-one (21) years of age at the time of original appointment. All applicants for positions in the Fire Department must be not less than eighteen (18) years of age at the time of original appointment. However, when it seems reasonable and advisable to do so, the Commission may, in its notices of examination and statements of position specifications either modify such minimum age requirement by specifying a lower age requirement or may allow applicants under said minimum age requirement to be examined with the provision that said applicants shall not be eligible for certification as an eligible nor appointment to an office until said applicants reach the minimum age required for the position.. No person is eligible as an applicant for admission to any examination for original entry-level appointment to the Fire Division if such person is forty-five (45) years of age or older as of the date of examination. The age of an applicant eligible for examination for an original appointment to the Police Department shall be in accordance with Chapter 139 of the Codified Ordinances.

**Section 4.** Every person applying for his/her examination for eligibility to any position, the duties of which require examination by and the certificate of any Board of Examiners authorized by the laws of the State of Ohio, shall present for inspection by the Secretary of the Commission, at the time when he/she files his/her application for examination, his/her certificate from such Board of Examiners, or a duly certified copy thereof.