

**MINUTES OF MEETING**  
**AVON CIVIL SERVICE COMMISSION**  
Held Monday, November 7, 2022

**AVON CITY HALL**

**CALL TO ORDER**

The meeting was called to order at 10:00 A.M. by Peter Kratt, Chairman of the Civil Service Commission.

**ROLL CALL**

Present: Chairman Peter Kratt, Commissioner William Greaney and Commissioner Alan Wojciechowski

In attendance: Law Director John Gasior, Police Chief Fischbach, Fire Chief Swope, Safety Director Streator and Recording Secretary, Rose Seighman

**ADDITIONS/DELETIONS TO AGENDA:**

*Mr. Wojciechowski made a motion to accept the agenda as published. Mr. Greaney seconded and the motion passed 3-0.*

**APPROVE MINUTES OF MEETING OF 10/3/2022:**

*Mr. Greaney made a motion to approve the minutes from the meeting of 10/3/2022. Mr. Wojciechowski seconded and the motion passed 3-0.*

**ACTION ITEMS:**

- *Certify Eligibility List for Police Sergeant Exam*

Mr. Kratt asked Rose to please give the Commission a brief summary of this. Rose explained the Police Sergeant exam entailed two separate portions. The first was the written exam and the second was the Assessment Center/Pradco portion of exam. Each of those were weighted at 50% of their final score. The list in front of them has all the candidates ranked after both portions of the exam were scored. We took the final score from each portion and added them together and divided that total score by two to come up with their final overall score. Mr. Kratt asked if Rose's role in this process was strictly mathematical? Did she only take the scores that were given and average them, or was there some subjective portion to the scoring? Rose explained that after the written exam, she was given a numerical score for each candidate and the same happened after the Pradco, she received a numerical score. There was nothing subjective on Rose's part. Mr. Greaney asked if the candidates were able to see the exact scores he was looking at. Rose explained that the candidates did not see the results of all the candidates. Each candidate received a letter letting them know their score on the written exam, the Pradco exam and their final score, along with their rank. They did not see anyone else's scores. Rose asked Mr. Streator if that is typical of what other agencies do and he answered that it is.

Chief Fischbach addressed what we were saying and added that once the candidates got their letters, since they all work together, through word of mouth, everyone knows who scored where in the rank. He does not see the need to post the entire list. It is a public record, so if anyone wanted to see it, they could. We aren't hiding it from anyone. What is most important to them is how they ranked themselves. Mr. Kratt asked if he heard of any complaints throughout this process. Chief Fischbach said no complaints. He said that before we began this process, he consulted with his command staff and sergeants that took this exam previously and they overwhelmingly felt that this current process that we have, which is the written exam with NTN and then the Pradco assessment, is the best testing that we've ever had for promotions. The Chief concurs with that. It is a good mix with the written exam testing their knowledge and then the Assessment, which addresses what we are looking for in a leader in this position. Mr. Kratt asked if Mr. Streater had anything to add. Mr. Streater said that it appears from the feedback that we got from the candidates that it is a very good process, a fair process.

Mr. Greaney asked if all candidates are asked the same questions in the interview process. Mr. Streater asked to clarify, did he mean the questions asked in the Pradco? Mr. Greaney answered yes. Chief Fischbach explained that with the written exam with NTN, all candidates take the same exam, same questions. For the Pradco, there are two parts, the first is an online assessment with multiple questions and each candidate answers the same questions. Before the online assessment was taken, the Chief and his command staff met with staff from Pradco and they developed an assessment based on what Avon is looking for in a supervisor in our agency. The assessment is not a cookie cutter, it is specific to what we told them we are looking for in a candidate. So, depending on how a candidate answers the online assessment questions, determines how the examiner might follow up with questions in the interview/assessment portion of the exam. At that point, the questions would be different. Mr. Kratt said as he understands it, the Pradco examiner has no connections to Avon. Chief Fischbach said that is correct. He said they have no connections to Avon. They don't know any of the candidates. If they would know a candidate, they would excuse themselves. Although our rules allow us to identify the candidates by name, we opted to issue candidate "ID numbers" to identify them since that is what we did with our last promotional exam. We did that to eliminate anyone claiming any favoritism. Chief doesn't believe we have to worry about that. In fact, he discussed this with Rose and he believes next exam, we will just go with candidate names. When we use candidate numbers, we have to be sure each candidate has the correct number and it seems to cause more work for no reason. Pradco is a company that isn't local and he has full faith that if they did know a candidate, they have multiple assessors, so they could use a different assessor if need be.

Mr. Greaney asked – between the written portion and the interview portion, were there any surprises? Chief answered that because Phase I and Phase II were weighted equally, it meant that just because someone scored well on the written didn't necessarily mean they would come out on top at the end. There were no surprises to him. He had no preconceived notions of how candidates would score. The process is a well-balanced process and certainly fair.

***Mr. Greaney made a motion to certify the Eligibility List for Police Sergeant Exam from October of 2022. Mr. Wojciechowski seconded and the motion passed 3-0.***

- *Remove name from Police Eligibility List*

Mr. Kratt indicated there is a name to be removed from the Police Eligibility List, Zachary Deems. Mr. Greaney said it indicates Mr. Deem failed to respond, did they mean by phone or email? Chief answered both.

***Mr. Greaney made a motion to remove Zachary Deems from the Police Eligibility List. Mr. Wojciechowski seconded and the motion passed 3-0.***

Mr. Kratt asked if Mr. Streator had anything to add. Mr. Streator said he would like to thank the Commission for their timeliness on this exam, to help the Police Department keep moving along. Mr. Kratt asked Chief Fischbach if he was able to keep to his time schedule. Chief responded yes, as for a timeline, it lined up perfectly. We have an opening right now. Sergeant Larry Miller retired November 1<sup>st</sup>, so we have an opening to fill and will use this list, so it worked out well.

**DISCUSSION ITEMS:**

**CHAIRMAN'S COMMENTS:**

**GENERAL COMMENTS:**

**NEXT MEETING DATE:**

Monday, December 5<sup>th</sup> at 10:00am

**ADJOURN:**

Following a unanimous vote, today's meeting was adjourned at 10:10 A.M.

**PASSED:** \_\_\_\_\_ **SIGNED BY:** \_\_\_\_\_

Peter Kratt, Chairman

**ATTEST:** \_\_\_\_\_

Rose Seighman, Recording Secretary

- C: John Gasior  
Safety Director Duane Streator  
Chief Fischbach  
Chief Swope  
Rose Seighman