

**MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Monday, January 5, 2026**

AVON CITY HALL

CALL TO ORDER

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

ROLL CALL

Present: Chairman Peter Kratt and Commissioners Alan Wojciechowski and Bill Greaney

In attendance: Police Chief Daniel Fischbach, Fire Chief David Swope, Safety Service Director Duane Streator, Law Director John Gasior, and Recording Secretary Diane Szlempa

Absent: None

ADDITIONS/DELETIONS TO AGENDA:

Mr. Kratt asked if there were any additions or deletions to today's agenda, there were none.

APPROVE MINUTES OF MEETING OF 12/2/2025:

Mr. Wojciechowski made a motion to approve the minutes from the meeting of December 2, 2025. Mr. Greaney seconded, and the motion passed 3-0.

APPROVE MINUTES OF SPECIAL MEETING OF 12/11/2025:

Mr. Greaney made a motion to approve the minutes from the special meeting of December 11, 2025. Mr. Wojciechowski seconded, and the motion passed 3-0.

ACTION ITEMS:

Appoint 2026 Chairperson

Mr. Wojciechowski nominated Mr. Kratt for chairperson for 2026, Mr. Greaney seconded, and the motion passed 2-0, Mr. Katt abstained.

Certify Updated Clerical Eligibility List

Ms. Szlempa updated the commission on the list stating that 0 names have been added and 1 name which expired has been removed.

Mr. Greaney made a motion to approve the updated Clerical Eligibility List. Mr. Wojciechowski seconded, and the motion passed unanimously 3-0.

Certify Updated Laborer Eligibility List

Ms. Szlempa updated the commission that no names were 3 added, and 6 names. 1 candidate was hired and 5 expired and were removed from the list.

Mr. Wojciechowski made a motion to approve the updated Laborer Eligibility List. Mr. Greaney seconded, and the motion passed unanimously 3-0.

Remove names from the Entry Police Eligibility List

Mr. Kratt asked Chief Fischbach to speak about the name removals. The trend that we have noticed with National Testing Network (NTN) is that a large range of candidates take the exam, but there have been more candidates asking to be removed, failed to respond, or did not pass the physical agility test sooner. The good news is that there is a sufficient number of candidates still on the list. The department is actively working on the new entry list. There are 2 full-time openings as of today.

Mr. Greaney made a motion to remove the names from the Police Entrance Eligibility List. Mr. Wojciechowski seconded, and the motion passed unanimously 3-0.

Remove names from the Lateral Police Eligibility List

Ms. Szlempa informed the commission that 4 names have been added, 5 names have been removed. 1 candidate was hired and 4 names expired.

Mr. Wojciechowski made a motion to remove the names from the Police Lateral Eligibility List. Mr. Greaney seconded, and the motion passed unanimously 3-0.

Remove names from the Entry Firefighter Eligibility List

Chief Swope said that the department has been working through the list and 1 name is being removed because we recently hired them. Although the list is near the end, the department is currently not hiring any more staff. If the need to hire arises, Chief will request a new exam. Chief Swope said the law director has previously confirmed that 2 lists can be active at the same time.

Mr. Wojciechowski made a motion to remove the name from the Firefighter Entrance Eligibility List. Mr. Greaney seconded, and the motion passed unanimously 3-0.

Consider approval of a Fire Lieutenant Promotional Exam

Chief Swope detailed that the department is in need of a recently opened officer position. We have a shift without one of the lieutenants, which is why we are asking for approval to conduct a Lieutenant Promotional Exam. Per the rules, a firefighter must have 4 years in grade plus the probationary period which equals 5 years of experience to be eligible. Currently, there are 15 candidates eligible. With the rule that was implemented at the last meeting, the number of candidates participating will be known in about a week. The test format is as follows: 60% is a written test based on study materials. The candidates have a minimum of 45 days to study. Then 40% will be a one-on-one assessment center where the candidates will be put through hands on tasks such as customer relations, operations, teaching a skill, etc. Afterwards, the grades are calculated. Candidates must pass the exam with a minimum combined score of 70%. The candidates who pass the test will have seniority credits, if applicable, added onto their passing score. Finally, the list will be compiled and ranked for your approval. Mr. Greaney asked if the notice would be going out in today's mail. Chief confirmed that it will be sent out

immediately following the commission's approval. It will be posted on billboard at the station and emailed to all the potential candidates. Ms. Szlempa clarified that the last lieutenant promotional exam was certified in May of 2023 and expired in May of 2025 after 2 years. There is no active list to abolish at this time.

Mr. Greaney made a motion to approve a Fire Lieutenant Promotional Exam. Mr. Wojciechowski seconded, and the motion passed unanimously 3-0.

Any additional comments from the audience?

Mr. Kratt asked Mr. Streator for any comments. He appreciates the effort of the commission to work with the city, especially the Police and Fire Departments, to make the necessary adjustments and help them run efficiently. The hiring process is quite challenging sometimes, and as we move forward, he appreciates the commission's time and assistance with these processes. Mr. Kratt stated that it seems the City of Avon is in a pretty good position as far as the Police and Fire Departments. Mr. Streator confirmed that compared to other communities, the City is doing well.

NEXT MEETING DATE:

Next meeting is set for Monday, February 16, 2026, at 10:00 A.M

ADJOURN:

Following a unanimous vote, today's meeting was adjourned at 10:11 A.M.

PASSED: _____ **SIGNED BY:** _____

Peter Kratt, Chairman

ATTEST: _____

Diane Szlempa, Recording Secretary

Cc: John Gasior
Safety Director Duane Streator
Chief Fischbach
Chief Swope
Diane Szlempa