

**MINUTES OF MEETING  
AVON CIVIL SERVICE COMMISSION  
Held Monday, May 15, 2023**

**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 Bill Greaney and  
Commissioner Alan Wojciechowski

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

**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 5/1/2023:**

*Mr. Greaney made a motion to approve the minutes from the meeting of 5/1/2023. Mr. Wojciechowski seconded and the motion passed 3-0.*

**ACTION ITEM**

***Certify Fire Lieutenant Eligibility List***

Chief Swope stated that they have now completed the second part of the testing process which is the Assessment Center. The Ohio Fire Chief's Association Assessment Team came in and took candidates two at a time in two-hour increments. They were put into different scenarios, from a one-on-one role playing situation to them having to write out a resume with their qualifications. Each candidate also had to prepare for an oral presentation. These different activities were all things relative to the position of Lieutenant. Rose was then sent the results. She went through and made sure the written exam score, the Assessment score and their seniority extra credit points were calculated correctly. The list the Commission has in front of them is the final result of those calculations. Chief Swope said that Rose and Diane Szlempa (HR Coordinator) double and triple checked the scores.

Mr. Kratt asked for confirmation that the written score is 60% of the total score and the Assessment was 40% of the total score. Chief said that is correct. The thinking behind that is he believes the Lieutenant position is a position that is starting out in the "management" field and there is a lot more book work for that position, so the written score is weighted a little heavier than the Assessment. As we move to the position of Captain, the Assessment and written portions are weighted equally at 50% and then the Assistant Chief position, the written is 40% and the Assessment is 60%.

Mr. Kratt asked if Chief was comfortable with the final eligibility list. Chief answered that he is. There were some candidates he thought would do better and some he was surprised at how they did. He believes the testing process is a fair process. He explained that they used to do only a written test and some people aren't good test takers. When you add the Assessment portion, you can see how some candidates excelled at the Assessment. Mr. Greaney asked if they hire by going straight down the list or is there another way? Chief Swope explained that once the list is certified by the Commission, the top three names will go to the Appointing Authority, which is the Mayor. What he has done in the past, he has used a psychological assessment as well as interviews to help him make the decision. Sometimes with those top three candidates, it might be candidate number 3 who is chosen. An example might be that we are hiring a Fire Prevention Lieutenant. Of the top three candidates that the Mayor gets, one of them might have a lot more experience than the other two, so what is the better fit? The rule of three allows the Appointing Authority to make those decisions. The credence you have to give to the test is that we took the time to vet the test and believe it is a good test. He believes the Mayor would feel that it would have to be a compelling reason as to why he would not pick the top candidate for a position.

Mr. Greaney asked Chief how many positions he needs to fill. Chief answered he has three. Realistically, they would look at the top three candidates, the Mayor will hire one of them, then number 4 would be added to the next top 3, the Mayor will hire the second candidate and then the third hire would be from the remaining two plus candidate number 5. He indicated they are all good candidates. A couple of the candidates at the top of this list were at the top of the list when the last examination was given. He said that is hard to do consistently.

Mr. Greaney asked how the seniority extra credit works. Chief asked Rose to answer that. Rose explained that we follow the Ohio Revised Code which states that seniority credit is given only for years that the candidate has with the current agency. If a candidate had prior experience with another city, that time would not count. They receive one point for each of the first four years that they have been in Avon. They then get point 6 (.6) of a point for each of the next 10 years they have with Avon. If they have 14 years in Avon, they receive 10 extra credit points. Four points for the first four years and .6 points for the next 10 years. Anyone with less than 10 points had less than 14 years in Avon. The point six explains how some of the extra credit points aren't all even numbers.

Mr. Kratt asked if there were any comments or discussion. There were none.

***Mr. Greaney made a motion to certify the Fire Lieutenant Eligibility List. Mr. Wojciechowski seconded and the motion passed 3-0.***

#### **COMMENTS:**

Mr. Greaney commented that it appears that a lot of work and effort went into this promotional exam. He thanked Chief Swope for that.

**NEXT MEETING DATE:**

Mr. Kratt said if there are no objections, the next meeting will take place on Monday, July 10. If anything comes up before that, we can call a meeting. Rose indicated there will be something to report on in July regarding the Police Entrance Exam with National Testing Network. The Commission gave permission for that exam to take place and it will be open with NTN from June 1 – July 24. If we have a meeting in June, the exam will have just opened, so there wouldn't be anything to report. By July 10, Rose will have some information, since it would have been open for about six weeks by then.

Monday, July 10, 2023, 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