

**MINUTES OF MEETING**  
**AVON CIVIL SERVICE COMMISSION**  
Held Monday, May 23, 2022

AVON CITY HALL

**CALL TO ORDER**

The meeting was called to order at 10:10 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: Police Chief Fischbach, Asst Fire Chief Bruehler, 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 5/2/2022:**

*Mr. Wojciechowski made a motion to accept the minutes from the meeting of 5/2/2022. Mr. Greaney seconded and the motion passed 3-0.*

**OLD BUSINESS:** None

**DISCUSSION ITEMS:**

Chief Fischbach thanked the Commission for meeting today, as it was not a regularly scheduled meeting. This meeting was called in order to vote on the rule changes, so they will be in effect when we hold our upcoming Patrol Officer Entrance and Lateral exams. He explained we need the new exams because they have just about exhausted their current eligibility lists. Those lists are over a year and half old. Chief explained that he and Rose have been working with the National Testing Network (NTN), who we worked with 18 months ago for our Entrance and Lateral exams. We will use the exact same process that we used then. Mr. Greaney asked if the test has been scheduled yet. Chief Fischbach answered that with NTN we are set up to start accepting applications on May 31<sup>st</sup>. Rose explained that the window for this exam will close on Friday, June 24<sup>th</sup>. The candidates will have between May 31<sup>st</sup> and June 24<sup>th</sup> to register with NTN, take their exam, fill out our City of Avon employment application and everything will close at midnight on Friday, June 24<sup>th</sup>.

Mr. Kratt mentioned that at the last meeting, Chief Swope and Chief Fischbach said they were going to get together with Safety Director Streator and Mr. Gasior to go over a couple items. Mr. Kratt asked if they were able to do that. Chief Fischbach explained that the only item they needed to work on was the wording for college education extra credit regarding Criminal Justice/Police Science degrees. He believes they came up with wording that is acceptable to everyone. One of the proposed rule changes we will go over today addresses this. The language gives the Safety Director the ability to make a decision if a candidate submits a degree that is outside a Police Science/Criminal Justice degree. Mr. Kratt asked where that was in the rules and Chief gave him that information. Rose also shared that it is Rule IV Section 11 Subsection B "Additional Credits for Police". Rose read the new language proposed: **Any variations in Criminal Justice/Police Science Degrees will be reviewed by the public safety director to determine applicability.** Mr. Kratt asked if Mr. Streator is OK with that wording and he replied that he is. He explained that having this wording will allow them to answer questions regarding this without the necessity of going to the Commission. Mr. Kratt asked if Mr. Gasior has had a chance to review all the changes that we will be going over today. Chief Fischbach said Mr. Gasior has seen the final drafts and he was copied on all the emails that went back and forth. He had input and agreed with the changes that we made. Chief Fischbach added that the changes we are making are in line with what agencies around us are doing as well. He reviewed what some agencies using NTN are asking for and we are in line with them, we aren't doing anything outside the standard.

Mr. Greaney asked if NTN and Pradco are on board with the changes we are making regarding extra points going to a percentage rather than straight points. Chief responded that Pradco doesn't really have anything to do with our entry level exam. Pradco is brought in after we have an eligibility list established. NTN has agencies that use both points and percentages. He feels going to a percentage will propel those that did well on the written exam, proportional to their score. He didn't look at every agency but did look at agencies that are similar to Avon. He looked at Westlake and they are doing what we are doing. They are using NTN as well as using percentage points rather than straight points.

Mr. Kratt asked who will calculate the percentage points. Chief Fischbach responded that the City will, it will be Rose and Diane (HR). He explained that we are very fortunate that Diane is really good at Excel sheets. Once she puts the formula in the spreadsheet, it will be the system computing it. We will check, but basically, it will be the system calculating the points. It won't be one person with a calculator figuring out each score. Mr. Kratt asked if Rose is comfortable with this. Rose answered that even though previous to now, we used straight points, it was still a calculation within the Excel spreadsheet that figured out the total points. Last exam, if someone had a Bachelor's Degree it was 10 points and if they had Military it was 5 points, Excel still calculated the final score. Now it will just be a percentage instead of straight points, but Excel will still be calculating the final score. As Chief said, Diane is very good at Excel, so Rose feels very comfortable with this process.

Mr. Greaney asked if this process will be uniform with the Fire Department. The answer is no. Assistant Chief Bruehler explained the main reason is that the Police's criteria for someone to sit for a police exam and the criteria for someone to sit for a fire exam are very different. To be a fireman, the candidate has to be a Paramedic and Firefighter. If a candidate for a firefighter has a college degree or is a current part time firefighter, they get a few extra points. However, if a police candidate scores 93 on written exam with no experience and another candidate has their OPOTA certification (Ohio Peace Officer certificate) and scores 72, they would almost surpass the candidate that scored 93 on the exam. The police making the change to percentage points will level the playing field for a candidate that might score better on the exam. Asst Chief Bruehler mentioned that as they went over their last 2 exam lists, the extra points didn't have the same effect as it appeared to have with the police lists.

Mr. Greaney asked Chief Fischbach if there are protections because some police departments might want to clear out some of their “dirty laundry” and they end up in another city’s department. Chief Fischbach answered that that absolutely does happen, but our background process is extremely thorough and extremely time consuming, which is why it is so lengthy and difficult for us to hire quickly because we want to be sure we are hiring only the best candidates. He does not think issuing straight points or percentage points would have any bearing on this. It is our duty to do a very thorough background check to be sure we get the best qualified candidates. He is very confident in the process that we use. Mr. Greaney added that often you will hear about a department that doesn’t completely follow through with a disciplinary action on an officer and then they apply to another police department. Chief said that they do deal with those types of things now, but he is confident they have systems in place to account for that.

### **ACTION ITEMS:**

Mr. Kratt indicated we will take each motion one at a time, giving the Chiefs, or anyone, an opportunity to ask questions or comment.

***Mr. Wojciechowski made a motion to Approve Rule Change: Rule IV Section 11 – Remove Section B (Credits for Military Service). Mr. Greaney seconded and the motion passed 3-0.***

***Mr. Greaney made a motion to Approve Rule Change: Rule IV Section 11 Subsection C – Amend language in rule to allow additional credits based on a percentage of the passing score. Mr. Wojciechowski seconded and the motion passed 3-0.***

***Mr. Wojciechowski made a motion to Approve Rule Change: Rule IV Section 11 Subsection C(i) – Amend credits for education portion regarding degrees, percentage points and variations in Criminal Justice/Police Science Degrees. Mr. Greaney seconded and the motion passed 3-0.***

***Mr. Greaney made a motion to Approve Rule Change: Rule IV Section 11 Subsection C(ii) – Amend credits for Peace Officer Training regarding percentage points. Mr. Wojciechowski seconded and the motion passed 3-0.***

***Mr. Wojciechowski made a motion to Approve Rule Change: Rule IV Section 11 Subsection C(iii) – Add Military Service with new language and change from points to percentage points. Mr. Greaney seconded and the motion passed 3-0.***

***Mr. Greaney made a motion to Approve Rule Change: Rule IV Section 11 Subsection D(iii) – Add Military Service with new language. Mr. Kratt seconded and the motion passed 3-0.***

***Mr. Wojciechowski made a motion to Approve Rule Change: Rule IV Section 11 – Remove Section E (No more than twenty (20) points shall be added to an applicant’s score...). Mr. Greaney seconded and the motion passed 3-0.***

***Mr. Greaney made a motion Approve Rule Change: Rule IV Section 11 – Add language in Subsections C(iv) & D(iv) to reflect maximum number of points and percentage points allowed. Mr. Wojciechowski seconded and the motion passed 3-0.***

*Mr. Wojciechowski made a motion to Approve Rule Change: Rule V Section 6 (Change of Address) – Amend language to include email and telephone/cell number. Mr. Greaney seconded and the motion passed 3-0.*

*Mr. Greaney made a motion Approve Rule Change: Rule VII Section 7 Subsection B (i) Promotions - Amend language regarding probationary period. Mr. Wojciechowski seconded and the motion passed 3-0.*

*Mr. Wojciechowski made a motion to Approve Rule Change: Rule VII Section 7 Subsection C (i) Promotions - Amend language regarding probationary period. Mr. Greaney seconded and the motion passed 3-0*

**CHAIRMAN’S COMMENTS:**

Mr. Kratt commented that he’s worked with a lot of legalese through the years and this is right up there, as far as how complicated it was. He said he appreciated all the work that the Chiefs and Mr. Streator put in to all this.

Chief Fischbach thanked the Commission again for meeting today. He said they haven’t made a lot of changes in the past, but these changes should put them in a good spot moving forward. He doesn’t anticipate many changes from the Police side of things for a while.

**GENERAL COMMENTS:** None

**NEXT MEETING DATE:**

Next meeting is Monday, June 6, 2022 at 10:00 A.M.

**ADJOURN:**

Following a unanimous vote, today’s meeting was adjourned at 10:35 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