

**MINUTES OF MEETING  
AVON CIVIL SERVICE COMMISSION  
Held Monday, July 10, 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, 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 5/15/2023:**

*Mr. Wojciechowski made a motion to approve the minutes from the meeting of 5/15/2023. Mr. Greaney seconded and the motion passed 3-0.*

**ACTION ITEM**

**Certify Updated Labor Eligibility List**

Rose explained that the Labor list has been updated to reflect the changes from the last quarter. Those changes were that one person was hired off the list, six were removed because they were on the list for more than two years and two people were added.

*Mr. Greaney made a motion to certify the updated Labor List. Mr. Wojciechowski seconded and the motion passed 3-0.*

**Certify Updated Clerical Eligibility List**

Rose explained that the Clerical list has been updated to reflect the changes from the last quarter. Those changes were that two names were removed because one person was hired and one person was on the list for more than two years.

Mr. Kratt asked Rose if the list is good for two years. Rose answered yes and explained that each quarter we remove any names that have been on the list for more than two years.

*Mr. Wojciechowski made a motion to certify the updated Clerical List. Mr. Greaney seconded and the motion passed 3-0.*

### ***Fire Lieutenant Promotional Exam Update***

Rose explained that Chief Swope was not able to attend this morning but wanted the Commission to know that candidates ranked #1, #2 and #3 on the Lieutenant Eligibility List (Sean Byrnes, John Ambrose and Matthias Burke) were all promoted. Candidates #1, #2 and #3 were all interviewed and #1 was hired. That left them with candidates #2 and #3, with our “rule of 3” in Civil Service, they then added the next person on the list (#4) and they hired candidate #2. They then interviewed candidates #3, #4 and #5 and hired #3. Rose asked if there were any questions on this process and there were none.

### ***Police Entrance Exam Update***

Chief Fischbach explained that the exam will close on July 24<sup>th</sup>. We are using the same process as last time – National Testing Network - and we are getting a decent number of candidates that are submitting passing scores. Rose indicated that as of this morning, we have 56 candidates that took the NTN test and of those 56, 8 failed the exam, which leaves us with 48. Ten of those candidates have not submitted the required paperwork, which is a copy of their driver license and a copy of their high school diploma, GED or highest degree earned. They have until July 24<sup>th</sup> to submit this information. This leaves us with 38 good candidates that have everything submitted. We also have 4 candidates scheduled to take the exam. Every candidate that took the exam received an email from our office outlining what is required in addition to taking the exam. Chief Fischbach, Diane and myself decided we would send one email to each candidate letting them know this documentation is required. In the past, Diane has had a lot of back and forth trying to get the documentation from these candidates, only to find out later they took themselves off the list, they didn’t pass the exam, various other reasons, and it was a lot of work. That is why we decided we would send the same email to each candidate that took the exam informing them of what they needed to do. The email also informed them that if the required documentation wasn’t received, they would not be considered.

Chief Fischbach added that unfortunately, those are the signs of our times. They are doing everything they can to get candidates. They have the lateral option that was recently passed and that has definitely given us some help. Having both the entry level and lateral lists is working. The current entry list that we are replacing is pretty much exhausted. They just made a hire off the entry list two weeks ago, David Orlando. He was on the entrance list from the exam given one year ago. Hopefully, at the August Civil Service meeting, he will ask the Commission to certify the new entrance list and abolish the current one. They have been going between the Lateral and Entrance list as they hire, so they aren’t trying to circumvent the entry level, they still need that. It’s been working well. They are now looking to give a job offer this week to a candidate from the Lateral list, he is a Cleveland officer. Chief Fischbach indicated his force will be down none if this offer goes through this week. He will be the last replacement for the retirements and we will be looking to add two more officers as additions to the force. Chief indicated to have 30-some candidates on an entry list is not a good number, but that’s what everyone is seeing across the state and across the nation.

Mr. Kratt asked how many officers will he have once he is at full staff. Chief Fischbach said we will be at 50 full time and one part time. That’s what we are authorized for this year. It looks like we are on track to do that.

Mr. Greaney asked what rank on the list was Orlando. Chief thought he was 48. He thought he was third from the bottom of the list.

Mr. Kratt asked if there were any other questions. There were none.

**COMMENTS:**

Rose asked to add a comment. She introduced Diane Szlempa to the Commission. Diane is Avon's Human Resource Coordinator. She explained that about five years ago, when the previous HR person left, some of her duties were delegated to others as Diane was acclimating to her new role. Rose explained that she was given the Civil Service Secretary duties at that time. Mayor Jensen has decided that Civil Service will now go back to the Human Resources Department, as it was originally. Rose explained that she will be sitting with Diane for the next several months. She explained that HR is a big component of the Civil Service process. Diane has been involved in every Civil Service exam we have given. She is very familiar with the entire process, it's really just the monthly meetings that she isn't very familiar with. Rose said she will continue to attend meetings with Diane in the coming months. Mr. Kratt welcomed Diane and said it sounds like she is very familiar with the processes.

Mr. Kratt asked if John Gasior had anything to add and he did not.

**NEXT MEETING DATE:**

There was discussion on what would be the best date to have the meeting in August, as we are hoping to have the Police Eligibility List ready to certify. Rose said that taking Diane's upcoming vacation into account, we should be able to have that list ready for an August 7<sup>th</sup> meeting. If there are any issues and we need to reschedule, Rose will contact the Commission.

Next meeting is Monday, August 7, 2023, at 10:00am

**ADJOURN:**

Following a unanimous vote, today's meeting was adjourned at 10:13 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