

**MINUTES OF MEETING
AVON CIVIL SERVICE COMMISSION
Held Monday, August 7, 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 Lt. Keith Haag, Recording Secretary Rose Seighman and Diane Szlempa

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 7/10/2023:

Mr. Wojciechowski made a motion to approve the minutes from the meeting of 7/10/2023. Mr. Greaney seconded and the motion passed 3-0.

ACTION ITEM

Approval to abolish Police Entrance Eligibility List from July 18, 2022

Lt. Haag is asking for the Commission to abolish the previous Police Entrance Eligibility List. The Department has exhausted that list and has just completed a new exam that they are asking the Commission to certify today.

Rose explained that the previous Eligibility List expired on July 18, 2023, and unless we certify it for another year, technically it has expired. Rose spoke with Chief Fischbach about this and he indicated that, as a matter of procedure, we should abolish the previous list before certifying the new one.

Mr. Greaney made a motion to abolish the Police Eligibility List from July 18, 2022. Mr. Wojciechowski seconded and the motion passed 3-0.

Certify Police Entrance Eligibility List

Lt. Haag explained that they are currently working off both the Lateral and Entrance Lists, hiring one person off the Entrance and the next person off the Lateral. Now that the Commission has abolished the previous Entrance List, he is asking for the Commission to certify the new Entrance List so they can continue hiring off both lists.

Mr. Kratt asked if the Department still has one position to fill. Lt. Haag explained they are currently at 48 officers and they were approved to have 50, so they have two officers to hire. Since the last Commission meeting, they hired their 48th officer, he was from Cleveland and was hired off the Lateral

List. The next hire should be off the Entrance List. Mr. Kratt said he understands that hiring from both lists has been going well. Lt. Haag responded that it has been going very well. It is also going well for the Field Training Officers because they will get one candidate that has some experience (off the Lateral list), so they are a little easier to train and then they will get the next candidate off the Entrance list, and those do not have the experience, but they are able to take more time with those candidates and focus on getting them what they need.

Mr. Wojciechowski made a motion to certify the Police Entrance Eligibility List. Mr. Greaney seconded and the motion passed 3-0.

Fire Lieutenant Promotional Exam Update

Assistant Fire Chief Bruehler said he appreciates the Commission's time. He shared that the Fire Department will be requesting an Assistant Chief Promotional Exam next month. They are approved to hire an additional Assistant Chief and they will begin the process of putting that together and wanted to let the Commission know that next month they will officially ask the Commission for that approval. Mr. Kratt asked for a timeline for this. AC Bruehler explained they have approval to have the new Assistant Chief in place by the end of the year. If we can get the test in the September/October time frame, then we can get the results back and go through the candidates. Realistically speaking, the hiring probably wouldn't be until the start of the new year or so. He also mentioned that he believes the Fire Department's current Firefighter Entrance List expires in January. He thinks they have hired at least six candidates off that particular list already. That list is just about exhausted right now. They would like to have another exam to get a fresh list of candidates. With the promotional exam coming up, he sees about three more firefighters will be hired.

Mr. Greaney asked if AC Bruehler knows about how many candidates would qualify to take the Promotional exam for Assistant Fire Chief. AC Bruehler responded that right now, it would go to the Captains that want to take it. When AC Bruehler was taking the Assistant Chief Exam, he was the only Captain that wanted to take it, so then it was opened up to any Lieutenant that wanted to take it as well. The exam has to be competitive, meaning at least two people have to sit for the exam. So, until they announce the exam and find out how many Captains want to sit for the exam, we won't know the number. It could be anywhere from 3 – 4 candidates.

Mr. Greaney asked if the Assistant Chief Eligibility list is expired from when AC Bruehler took the exam? AC Bruehler said he believes that expired in May or June of this past year. He has been Assistant Chief for almost two years, so he does believe that list is expired.

Mr. Greaney asked if we should make a motion to abolish the previous Assistant Chief Eligibility List, like we just did for the Police Entrance List? Mr. Kratt said he thought he understood that this was just informational and not a formal request for the new exam. AC Bruehler said that is correct, this is just a heads up and next month will be the formal request. Rose said when she was speaking with Chief Fischbach, he mentioned that we should abolish the Police Entrance list because it was less than two years old. Since this list is older than two years, she thinks the list is expired per Civil Service rules and we are not allowed to hire anyone off that list. She will check on this and report back at next month's meeting.

COMMENTS:

None

NEXT MEETING DATE:

Mr. Kratt said the next meeting would normally be scheduled for Monday, September 4th, and since that is Labor Day, we will need to find another date. After a brief discussion, it was decided September's meeting will take place on Thursday, September 7th at 10:00am.

ADJOURN:

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

PASSED: _____ **SIGNED BY:** _____

Peter Kratt, Chairman

ATTEST: _____

Rose Seighman, Recording Secretary

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