

**MINUTES OF MEETING  
AVON CIVIL SERVICE COMMISSION  
Held Thursday, September 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, Safety Director Duane Streator, Recording Secretary Rose Seighman and Diane Szlempa

Absent: Fire Chief Swope

**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 8/7/2023:**

*Mr. Greaney made a motion to approve the minutes from the meeting of 8/7/2023. Mr. Wojciechowski seconded and the motion passed 3-0.*

**ACTION ITEM**

**Approval of Police Dispatcher Exam**

Lieutenant Haag stated that the Police Department was notified that one of their full-time dispatchers will be retiring in early 2024. His last working day will be November 19<sup>th</sup> of this year. With that in mind, the Department would like to give a full-time dispatcher exam. They would like to use NTN (National Testing Network) because they have had so much success with the Police Officer exams.

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

*Mr. Greaney made a motion to approve the Police Dispatcher Exam to be scheduled, as presented by Lieutenant Haag. Mr. Wojciechowski seconded and the motion passed 3-0.*

**Fire Assistant Chief Promotional Exam Update**

Mr. Kratt indicated that at the last meeting, the Fire Department was going to talk about a promotional exam. He asked Mr. Streator to speak to that. Mr. Streator said that although they are looking to do a promotional exam for Assistant Chief, they are not prepared to do so as of today's meeting. They are looking to bring it up at the next Civil Service Meeting with more specifics.

**COMMENTS:**

Mr. Kratt asked if Mr. Streator or Rose know of anything else coming up that the Commission should be aware of. Rose said the only thing she can think of is a possible Firefighter Entrance Exam, as the current list will be expiring. Mr. Streator said he will talk with Chief Swope on that as he does not think they have any anticipated openings at this time. They would probably want to set up an exam late this year or early next year to establish an eligibility list so we do have a current list available in case of an opening.

**Chief Swope entered the meeting at this time.**

Chief Swope stated that Mr. Streator was correct. He stated the last time the Firefighter Entrance Exam was administered, they had to have the exam right away, as there was an immediate need to hire firefighters. Right now, there isn't that immediate need. Since the Assistant Chief Exam will be scheduled soon and with finances to consider, he plans on pushing the Firefighter Entrance Exam until January, which is when that list actually expires.

Mr. Greaney asked Lieutenant Haag if there were any new hires since our last meeting. Lieutenant Haag answered there have been no new hires since the last meeting. The Department contacted 20 candidates – 15 off the Entrance List and 5 off the Lateral List to complete background packets and they are starting the interview process. He anticipates they will start contacting the candidates next week for interview times. Based on those interviews, they will do background investigations. Considering that, it may still be a little bit of time before they are looking at a new hire.

**NEXT MEETING DATE:**

Next meeting is set for Monday, October 2, 2023, 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:** \_\_\_\_\_

Rose Seighman, Recording Secretary

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