

**MINUTES OF MEETING**  
**AVON CIVIL SERVICE COMMISSION**  
Held Tuesday, October 3, 2022

**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 William Greaney and Commissioner Alan Wojciechowski

In attendance: Police Chief Fischbach, Fire Chief Swope, Safety Director Streater and Recording Secretary, Rose Seighman

**ADDITIONS/DELETIONS TO AGENDA:**

*Mr. Kratt stated that Rose would like to add an item to the agenda: the approval of the Labor and Clerical Eligibility Lists. Mr. Greaney made a motion to accept the Agenda with those additions. Mr. Wojciechowski seconded and the motion passed 3-0.*

**APPROVE MINUTES OF MEETING OF 9/6/2022:**

*Mr. Kratt asked if there were any comments or questions before approving last month's minutes. There were none. Mr. Wojciechowski made a motion to accept the minutes from the meeting of 9/6/2022. Mr. Greaney seconded and the motion passed 3-0.*

**ACTION ITEMS:**

- *Approve the updated Labor & Clerical Eligibility Lists*

Rose explained that on the Labor List, we have taken 4 candidates off the list and added 3 names. For the Clerical List, we have taken 5 candidates off the list and we added 2 names. Mr. Kratt asked Rose to give a brief explanation of why we update these lists and what the process is. Rose explained that with Civil Service, these lists are updated quarterly. Every 3 months we update with any applications that may have been submitted and take off any candidate whose name has been on the list more than 2 years, who has asked to be removed or who we have hired. In order to become a full-time classified employee with the City of Avon, a person has to be on one of these two lists. Many of our part time workers, seasonal employees, etc., are on this list because if a full-time position opens up, they cannot be considered unless they are on this list. If they are not on this list, they cannot be hired.

*Mr. Greaney made a motion to approve both the Labor & Clerical Eligibility Lists. Mr. Wojciechowski seconded and the motion passed 3-0.*

## **DISCUSSION ITEMS:**

Mr. Kratt asked Chief Fischbach for an update on the Police Sergeant Promotional Exam. Chief Fischbach said Phase 1 has been completed. There were 17 candidates that sat for that written exam. The exam was a National Testing Network exam and took place at the Police Station. It was proctored by a representative of NTN and Rose was present at the exam. Those results have been ranked. One candidate scored less than 70% and failed. Of the remaining 16, based on our rules, the top ten candidates will move on to Phase 2 of the exam, which is an online assessment with Pradco followed by an interview done virtually with Pradco as well. The online portion is scheduled for this Thursday at 9am at the Police Station. All ten candidates will take it at the same time in the Police Training Room. Then the in person will be done virtually with Pradco. Once that is complete, they will forward the scores to Rose and she will compile the final score for each candidate, using both Phase 1 and Phase 2 scores and rank them. He hopes that by the November Civil Service Meeting he will have an eligibility list for the Commission to certify. Rose mentioned that Phase 1 and Phase 2 of this exam are both weighted at 50% of the final grade.

## **ACTION ITEMS:**

- *Remove names from Police Eligibility Lists*

Chief Fischbach explained that, as expected, we are going through the Entrance Eligibility List quickly. He is still looking to identify a second hire off this list. We are authorized for an additional four patrol officers for this year. We have hired two so far. We have a third going through a conditional offer right now. If it all works out, that will be our third hire this year. We are in the process of going through several background checks on candidates now as well. As we go through this, we are still finding that candidates aren't interested in continuing the process with us for various reasons. The candidates either found employment elsewhere, they can't pass the physical agility or don't show up for it, some don't reply to our phone messages or emails and some don't give us any reason, just ask to be removed from the list.

Mr. Greaney asked if we keep records of why they are being removed? Chief responded that they absolutely do. If anything, they over document these things. Captain Fischbach is the coordinator of this process, scheduling interviews, etc., and he has a great system of documenting each time we call or email a candidate with the date/time and the result of that contact. If a candidate requests to be removed, we ask them for that in writing or an email. Chief believes we have more than enough documentation if anyone would ask why a candidate was removed. This process takes a long time, it's time consuming, but he thinks it's important that we do our due diligence and give candidates every opportunity to continue with our process if that is what they want. Mr. Kratt asked if there has been a history of complaints regarding this process. He said not to his knowledge. He did mention that if someone had a dispute with us taking them off the eligibility list, their resolution would be to go before the Civil Service Commission. He mentioned that he would rather keep as many candidates on the list as possible, removing names does not help us, but if don't remove them, then we cannot move further down the list to look at other candidates.

***Mr. Greaney made a motion to approve the removal of the four names listed from the Police Eligibility List. Mr. Wojciechowski seconded and the motion passed 3-0.***

**CHAIRMAN'S COMMENTS:**

**GENERAL COMMENTS:**

**NEXT MEETING DATE:**

There was a discussion on whether or not we would have the results from Phase 2 of the Pradco testing in time to meet on November 7<sup>th</sup>. It was decided that we will meet on Monday, November 7, 2022 at 10:00 A.M. and if we need to reschedule to the week after that, we have that option.

**ADJOURN:**

Following a unanimous vote, today's meeting was adjourned at 10:12 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