



City of Willowick
CIVIL SERVICE COMMISSION MEETING

Thursday May 9, 2024 at 9:00am
City Council Chambers

ADA NOTICE

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

AMENDED MINUTES

Special Meeting Called to order by Chairman Lazor at 9:03am

Present:

Chairman Mike Lazor
Commission Member Jim Tobin
Commission Member Bill Wittlinger

Also Present:

Mayor Michael Vanni
Fire Chief Bill Malovrh
Police Chief Daubenmire
Lieutenant Keith Lawrence
Added later, Dispatcher Melissa Holder

New Business:

Chief Daubenmire noted when the original date of 5/4/2024 for testing the department “had their backs against the wall” with the academics starting in the summer. Because of the “hiccup”, the department lost 2 weeks and possibly losing another 2 weeks putting things a month behind the original plans allowing for missing the start of at least 3 of the 4 academics. Lieutenant Lawrence added one of the issues is the time need to post the test for a month, then having them certified, followed by the background checks, the interviews and then bringing in the candidate to send to the academy allowing the potential of missing the start of the academics becomes higher. He continued that he understood the 2-week notice might have been applicable for a single date test; however, candidates have a full month to test. Chairman Lazor mentioned he called the special meeting, as it was on him that the 2 weeks’ notice for the previous test date was missed. He announced he was opposed to the waiver. It was understood what the police representatives were saying but he is speaking from the legal side of it. Mr. Wittlinger understood that putting their backs to the wall was an issue, and it does not put us competitively out there. Chairman Lazor did speak with the law director and Mr. Tobin agreed to follow her recommendation. Per law director opinion, the waiver is not something to be used arbitrarily and is serious. The notice applies to many other situations such as hiring and promotional providing for enough time for review of Sunshine Laws and a public notice. Clerk was absent for this meeting which brings up the timing of publication.

Motion to waive the 2 weeks notice for testing made by Mr. Tobin; Seconded by Mr. Wittlinger

No further discussion; All Nay; Motion Failed.

Clerk Morgan prepared the ad; retained pricing and the only changes to needed are the testing dates to a timeframe of May 27 through June 24. Dispatcher Holder was called to appear and to execute the postings in paper, lobby, Facebook and city website the next day. For the record, Chairman Lazor noted all items needing approval would be in a meeting and not via email. In addition, there was a question about the physical agility

change to the ad at the recommendation of Lt. Guerrieri allowing for the applicant to provide a copy of the test or its equivalent at the time of appointment which was agreed upon by all.

Motion to approve the publication establishing the police testing dates of May 27, 2024 to June 24, 2024 and the change regarding the physical agility testing made by Mr. Tobin; seconded by Mr. Wittlinger.

No Further Discussion; All Aye; Motion Carried

Old Business:

The process for the fire chief promotional exam remains tabled from 4/11/2024.

With Clerk Morgan out, no updated on the status of the changes to Rule VIII, Section 2. Mr. Tobin notes the change need in the change of command for assistant fire chief. Chief Malovrh believes the elimination took place when the position was previously removed but all changes will be made.

The index for the civil service rulebook was changed with the new corrected page numbers. The meetings will be scheduled as previously discussed and hard copy packets to continue.

Miscellaneous:

Mr. Tobin noted the previous discussion regarding the fire department age and had verified the young end of the age for hiring is 21. He mentioned running across retired Euclid Chief, Chris Haddock, who successfully initiated the hiring of candidates at age 20 and had the rules changed as individuals were coming from the schools and training academy allowing him to recruit ahead of other cities with the starting age of 21.

Discussion of limiting email and including Mayor and Law Director in emails.

Chief Malovrh noted the announcement for the assistant fire chief exam had some numerous errors on the flyer to be post on May 13 from the last meeting that was previously approved by the commission. Chief wanted to confirm that the information was correct prior to posting. Additional changes made to the announcement to remove #2 under Educational Preference Points (Completed the Ohio Fire Executive Program (OFE) (2) points which was not removed at the 4/24/2024 meeting and reemphasized the removal of the Associate and Bachelor Degree points under "Please Note". In addition to removing the language "If four points are awarded for Bachelor Degree, no points will be awarded for the Associate Degree" under the **.


Motion to approve the notice with the new changes made by Mr. Tobin; Seconded by Mr. Wittlinger

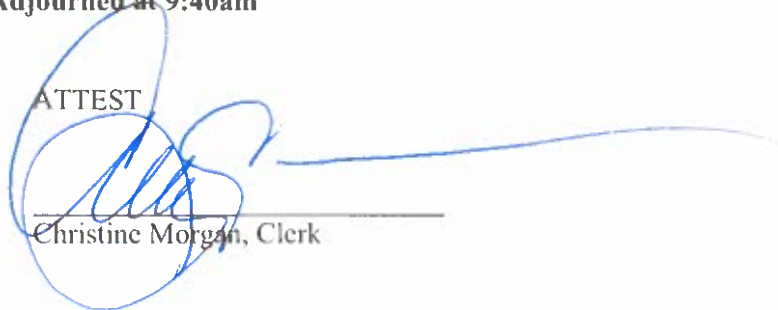
No Further Discussion; All Aye; Motion Carried.

Adjourn

Motion to adjourn made by Mr. Tobin; Seconded by Mr. Wittlinger.

No Discussion; All Aye; Motion Carried; Meeting Adjourned at 9:40am


Mike Lazor, Chairman
05/28/2024

ATTEST

Christine Morgan, Clerk