

Minutes of a Meeting of
City of Bay Village Civil Service Commission

Held February 22, 2016

2:00 p.m.

Members Present: James Potter, Chairman, Marty Krebs, Dr. Dennis Lekan

Also Present: Police Chief Spaetzel, Fire Chief Lyons, Jennifer Demaline, Human Resource Coordinator for the City of Bay Village, Ohio.

Chairman Potter called the first meeting of the Civil Service Commission in the year 2016 to order at 2:00 p.m.

Mr. Potter expressed congratulations to Dr. Dennis Lekan on his reappointment by Mayor Sutherland, and confirmation by City Council, to the Civil Service Commission for a period of six years, ending February 1, 2022. Mr. Potter is currently serving a six year term expiring January 25, 2018. Mrs. Krebs is serving a six year term expiring January 24, 2020.

Mr. Potter called for approval of the minutes of the meeting of the Civil Service Commission held December 9, 2015. **Motion** by Krebs, second by Lekan, to approve the minutes of December 9, 2015 as prepared and distributed.

Roll Call Vote: Yeas – Potter, Krebs, Lekan.

Motion carried. 3-0.

Preparation for Fire Lieutenant Testing

Fire Chief Lyons advised that Lieutenant Dan Aldrich, a twenty-year veteran of the Bay Village Fire Department is applying for a disability pension. Lieutenant Aldrich has chronic health issues, and his ability to do the job as a firefighter has been compromised. Lieutenant Aldrich has applied to the State Pension Board for disability pension. At this time, Lieutenant Aldrich is assigned to administrative duty. Lieutenant Aldrich's retirement date is anticipated as sometime in June of 2016.

There are a number of new firefighters on the Bay Village Fire Department. Mr. Potter noted that the requirement for promotional examinations is three years' time and grade. There are a few firefighters that have been on the force for quite a few years and will not be interested in taking the test. There is only one opening with the retirement of Lieutenant Aldrich; the other two Lieutenants are both on the department fewer than 15 years.

Chief Lyons would like to have a certified list from the Civil Service Commission by June 1, 2016.

In the past, the Ohio Fire Chiefs' Association has administered the promotional examinations for the Bay Village Fire Department. Seniority Points and Evaluation Credit are added to the final score of the examinations. Chief Lyons commented on the evaluation process, noting that they strive to reward those individuals who have gone above and beyond the line of duty.

Motion by Krebs, second by Lekan, to have the Secretary contact the Ohio Fire Chiefs' Association for information relative to conducting a Fire Lieutenant Promotional Examination. Fire Chief Lyons asked for consideration of additional testing agencies for the written portion of the examination, and to request information in that regard. The motion was amended to include the request of the Fire Chief. Fire Chief Lyons noted that the written examination and the assessment center are two separate functions of the Ohio Fire Chiefs' Association and they would have no objection to using their agency for just the assessment portion.

Roll Call Vote: **Yeas – Potter, Krebs, Lekan**
 Nays – None

Motion passed 3-0.

Police Department Promotional Examination

Police Chief Spaetzel stated that Lieutenant John Kirchner is retiring from the Bay Village Police Department. After using vacation and sick time, Lieutenant Kirchner will be off the department officially the first day of July, 2016. His last official day in the Police Department building will be February 29, 2016.

There is a standing eligibility list for the position of Sergeant. There is not a standing eligibility list for the position of Lieutenant. As a Lieutenant is appointed, the vacant Sergeant position will need to be filled. Detective Jay Elish does not wish to test for Sergeant as he would like to remain in the detective bureau. Patrolman Mark Palmer was promoted June of 2014 to the position of Sergeant. Eric Tuiski and Edward Chapman are the next two candidates for the position of Sergeant. According to the collective bargaining agreement for the patrol officers, the City has the right to pick one of the two for the promotion.

There are four Sergeants eligible to take the Lieutenant examination. Chief Spaetzel submitted a list indicating the names, hire dates, and total number of years of service, along with the dates they were promoted to Sergeant. Mr. Potter commented that the requirement is three years' time and grade for promotion to the next rank. Patrolman Palmer has served as Sergeant since June of 2014.

Dr. Dennis Lekan noted Civil Service Rule XII, Section 4. ELIGIBILITY "Applicant for promotion in the safety services must be a safety service employee for a minimum of three years from date of hire prior to appointment to the new position."

The Secretary referred to Civil Service Rule XI, Section 3. Promotions. QUALIFICATIONS. "The Commission shall establish the period of legal service in the next lower classification or classifications, including probationary time, and may prescribe other reasonable requirements for

entrance to promotional examinations and shall publish all such requirements in the official announcement of each examination.”

Mr. Potter stated that in years past it has been three years’ time and grade for promotion eligibility.

Chief Spaetzel noted that to give the officers an opportunity for an assessment is valuable for the future of the department as a learning experience. He would personally like to see all take the test.

Chief Spaetzel stated that in the past the Ohio Association of Chiefs of Police have been used for the promotional testing. Their standard fee for three to six candidates is \$5,300 for the one-day assessment. Their usual procedure is three to five exercises. There are funds in the City of Bay Village budget of \$24,000 for the Civil Service Commission. Chief Spaetzel stated that he is pleased with the services of the Ohio Association of Chiefs of Police.

Motion by Krebs, second by Lekan, to appoint the Ohio Police Chiefs Association to conduct an examination for Police Lieutenant at a cost of \$5,300.

Roll Call Vote: Yeas – Potter, Krebs, Lekan
Nays – None.

Civilian Dispatch Hiring Update

Chief Spaetzel stated that the Police Department administration is currently going through the background process. Initial interviews and polygraph testing have been completed with many of the candidates. Twenty-six candidates of the 37 candidates on the eligibility list are now under consideration. There is still two and one-half months’ worth of work to be done before anyone is hired. Many have voluntarily waived off without issue.

Ms. Krebs asked if any of those who were interested in the position but had expressed negative feelings about taking a test, did take the test. Chief Spaetzel stated that at least four of those people did not take the test.

Bicycle patrols will be used when weather is permitting. The department still works closely with the Westshore Enforcement Bureau.

Fire Chief Lyons noted that a firefighter vacancy will be created as a result of a promotion to the position of Lieutenant after the testing process is completed. The Firefighters Eligibility List is active and candidates will be brought in for the interview process. The Firefighters Eligibility List expires February 28, 2017. The Chief is optimistic about finding good candidates.

There being no further business to discuss, the meeting adjourned at 2:24 p.m.

James R. Potter, Chairman

Joan Kemper, Secretary