

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

Held March 7, 2016

3:00 p.m.

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

Also Present: Police Chief Spaetzel, Fire Chief Lyons.

Chairman Potter called the second meeting of the Civil Service Commission in the year 2016 to order at 3:00 p.m.

Mr. Potter called for approval of the minutes of the meeting of the Civil Service Commission held February 22, 2016. **Motion** by Krebs, second by Lekan, to approve the minutes of February 22, 2016 as prepared and distributed.

Roll Call Vote: Yeas – Potter, Krebs, Lekan.
Motion carried. 3-0.

Preparation for Fire Lieutenant Testing

Mr. Potter advised that the Ohio Fire Chiefs' Association will conduct the oral assessment examination. Discussion followed as to the testing agency to be used for the written portion of the examination, which qualifies the candidates to move on to the oral assessment portion.

Chief Lyons stated that while he has not been displeased with the Ohio Fire Chiefs' Association conducting the written portion of the examination, he has investigated other firms that may be interested in conducting the written portion. Mr. Potter had suggested CPS, Inc., from California, who are contracted to conduct many of the entry level examinations. Chief Lyons asked consideration of a local organization, as outlined in his email communication to the Civil Service Commission on February 29, 2016:

“Distinguished Civil Service Commission Members,

I respectfully request that you consider the following before arriving at a final decision regarding which company to use for our upcoming Lieutenant Written Exam:

- We have had great success with CPS for our Firefighter Entry-level Exam, and chose CPS (in part) to reduce the likelihood that candidates would see and remember questions from the other examination companies that are common in our region
- However, that same rationale does not apply to the Lieutenant Promotional Exam, as the candidates will not have had the same experience of traveling around to other cities in the area, taking their Promotional Exams

- CPS offers a Battalion Chief-level promotional exam, but not a Lieutenant-level exam. I believe that that, since there are two ranks in-between these two levels, this exam would not be as appropriate for the Lieutenant-level candidates which we are trying to identify
- Our Fire Department maintains a promotional reference list from which our Promotional Exams are to be taken (see the attachment for the current List). This gives serious and enterprising individuals the opportunity to study this material even when there is no promotional exam announced or even on the horizon. CPS will not use our reference list for their exam, but uses their own material. In my opinion, this is not an acceptable solution.
-

Given the above, I recommend that we do not use CPS for this Lieutenant Promotional Written Exam. Instead, I am recommending that we use Daniel T. Clancy & Associates. My reasons are:

- Their exam is specifically designed for the Lieutenant-level promotional
- Their proposal is the most economical
- I have heard numerous good reports from other Fire Chiefs in the region regarding Clancy's testing procedures and reputation
- They are local (it is nice to support local business when we are able and it makes good sense)
- They will use our reference list to design the exam

Please feel free to call or email if you have any questions about the foregoing, or would like any more information.

Thank you all for your continued commitment to making our Bay Village Civil Service the excellent institution that it is. You folks are a big part of the reason that we are able to attract and retain such high-caliber candidates.”

Chief Lyons recommended using Daniel T. Clancy & Associates to conduct the written portion of the Fire Lieutenant examination. Mr. Potter noted that Clancy and Associates have been in business for a very long time and have enjoyed a good reputation in the field. In consideration of Chief Lyons' pursuit of comments from other Fire Chiefs in the region regarding Clancy's testing procedures and reputations, Mr. Potter agreed that Daniel T. Clancy & Associates might be a good choice for the written portion of the Fire Lieutenant examination.

Dr. Lekan asked if Chief Lyons has been satisfied with the Ohio Fire Chiefs' Association in the past. Chief Lyons stated that the last time the Ohio Fire Chiefs' Association was used for the written portion of the examination the results he had hoped for were not received. He noted that there are different methodologies to examinations and the methodology they employed in that examination seemed to be focused on the minutia. He would like the knowledge the candidates glean from their readings to be tested, not necessarily their ability to distinguish between several choices that just have a minor word change.

Dr. Lekan asked what other local departments have used Clancy and Associates for their promotional examinations. Chief Lyons stated that Solon, Ohio has used them with great success. They have also been used by the City of Orange, and possibly the City of Westlake.

There are twelve candidates eligible for the examination. Mr. Potter asked if there are an adequate number of reference books available. Chief Lyons stated that the standing book list has been out for at least twelve months. It is recommended that those candidates who are truly serious purchase their own copies for reference. Copies are kept on hand at the fire station.

The Ohio Fire Chiefs' Association will be contracted to conduct the oral assessment portion of the examination. Chief Lyons has been truly pleased with their work on this portion of the examination.

Potential dates for the written portion of the examination were discussed. The written portion will be conducted in mid-April.

Motion by Krebs, second by Lekan, to enter into a contract with Daniel T. Clancy and Associates to conduct the written portion of the Fire Lieutenant promotional examination in mid-April, 2016, with the idea that the assessment center will be held in the future by the Ohio Fire Chiefs' Association following the receipt of the results of the written examination.

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

Motion passed 3-0.

Police Department Promotional Examination

Police Chief Spaetzel stated that the Ohio Association of Chiefs of Police (OACP) has been contacted to conduct the Police Lieutenant Examination on April 9, 2016. The OACP has assigned three assessors for the Lieutenant examination and assessor information will be sent to the four candidates with an application form to express their intent to take part in the exam. Mr. Potter noted that he understands that the lead assessor will visit Bay Village and interview the Mayor, Police Chief, and members of the Civil Service Commission. Chief Spaetzel stated that the lead assessor, Ron Michalec, will be on site March 23, 2016, beginning at 8:30 a.m. Chief Spaetzel noted that the pre-assessment is conducted by the lead assessor. Through the interviews with the Mayor, Police Chief, and members of the Civil Service Commission, he will generate four or five exercises that relate to the Bay Village Police Department. Three written and two oral exercises will be combined on April 9, 2016. They will determine the ability to communicate clearly, management, problem solving, and all other key areas in police supervision. The candidates will be identified only by letter and after the appointment each candidate will be given a critique outlining their strengths and weaknesses. There is no appeal process to an oral assessment.

Mr. Potter asked if the candidates who will be taking the Lieutenant examination are part of the group that will be training the new civilian police dispatchers. Chief Spaetzel stated that the Police Sergeants are putting together their training check list for the dispatchers. The Police Sergeants will train the first two full time dispatchers.

There is an existing eligible list for the position of Police Sergeant. Patrolman Eric Tuisku is the first candidate on that list, and the Chief sees no reason that he will not be promoted to the position of Sergeant.

The Police Chief is also working through the eligible list for the position of entry level Patrolman to fill the vacancy created by the promotion.

Monies have been allocated by the City to pay for the testing that will be contracted.

Civilian Dispatch Hiring Update

Chief Spaetzel stated that the Police Department administration is still going through the eligible list, and are now on Number 33 of the 37 candidates. A few of the candidates have waived off the list. One candidate has chosen not to waive off the list and this will be discussed further at the next meeting of the Civil Service Commission.

Dr. Lekan congratulated both the Fire Chief and Police Chief on the succession planning for their respective departments.

There being no further business to discuss, the meeting adjourned at 3:20 p.m.

James R. Potter, Chairman

Joan Kemper, Secretary