

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

Held December 9, 2015

4:00 p.m.

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

Also Present: Police Chief Spaetzel

Audience: Nancy Trainer, representing the League of Women Voters.

Chairman Potter called the tenth meeting of the Civil Service Commission in the year 2015 to order at 4:00 p.m.

Mr. Potter called for approval of the minutes of the meeting of the Civil Service Commission held September 17, 2015. **Motion** by Krebs, second by Lekan, to approve the minutes of September 17, 2015 as prepared and distributed.

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

**Motion carried. 3-0.**

**Results of Examination: Entry Level Police Officer**

The Commission reviewed a letter from Patricia Ramsey, Ramsey and Associates, dated November 24, 2015, advising that on November 21, 2015 an examination was administered to 54 candidates for the position of Police Officer. Grades were matched with identification numbers with the result of 48 passing candidates ranging in score from 70 percent, the passing score, to the highest ranking of 94 percent.

Dr. Lekan stated that he reviewed the test standards prior to the testing and found it acceptable. The high rate of passing grades may be due to the fact that most who took this test may have taken it before and have additional background and training.

Mr. Potter noted that with the Fire Department testing there is a much lower success rate due to the fact that a test from California is used and Bay Village is the only Civil Service Commission in Ohio who uses that particular test.

The Secretary noted that six people did not achieve a passing grade, and an additional eight applicants did not appear for the examination. Applications were reviewed individually in order to apply the qualifying additional credit points. There were many matching, tied scores, and the secretary ranked the candidates according to the earliest submitted application for the ranking in a tied score situation.

Police Chief Spaetzel commented that he does not think it is unusual that over 90% of the candidates passed the test. He noted that when they go through the list and come to the point of the low 80's in a score, it is difficult to find qualified candidates. Many of the names on the list are candidates who have taken the Bay Village test in the past.

Mr. Potter stated that it is his understanding that there are 22 full time police officers presently, with an unfunded 23<sup>rd</sup> position. If the City Council chooses to approve the funding, an additional officer will be added. Also, during the two-year life of the eligibility list there may be retirements on the force.

Chief Spaetzel stated that he will start the process now to find a candidate for the 23<sup>rd</sup> position so that when funding is approved he will be prepared to move ahead.

The Commission asked the Secretary to inform the candidates who may be eligible for additional credit to submit their documentation within a reasonable amount of time.

**Motion** by Krebs, second by Lekan, that the candidates who have not submitted their documentation for extra credit be notified that they must submit the required documentation within ten days from notification.

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

**Motion** by Lekan, second by Krebs, to accept the test results as distributed to the Civil Service Commission, and to post eligibility lists for the position of Entry Level Police Officer.

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

### **Results of Examination: Civilian Police Dispatcher**

A letter dated December 1, 2015, from Patricia Ramsey, Ramsey & Associates was read stating that on November 21, 2015 an examination was administered for the position of Dispatcher to 43 candidates. The examination consisted of an 80 question multiple choice test and a 40 question audio test for a total of 120 questions. The examination measured knowledge, skills and abilities required by a Dispatcher to perform the job functions. Thirty-seven candidates passed the test with a passing grade of 70%. The Commission noted that the oral portion of the examination was quite difficult. Mr. Potter stated he felt it was very appropriate for the qualifications needed for the position.

The full-time dispatchers will be Civil Service employees. The part time dispatchers will not be Civil Service employees, but in the event they become full time dispatchers they will then become Civil Service employees without re-testing. The eligibility list established as a result of this test will have a life of two years.

Dr. Lekan commented that he thought the test was very good, and he liked the demeanor and professionalism of the applicants. When reviewing the test, the commissioners noted that much of the test was general knowledge and common sense, but the oral portion was directly related to dispatching.

Three candidates received extra credit for military service.

Chief Spaetzel stated that since both part time and full time dispatchers are being hired, he would request receiving the top 20 applications to begin the review process. The Commission agreed to the request of Chief Spaetzel.

The Commissioners discussed the interview process with Chief Spaetzel. A personal history questionnaire must be submitted, along with a waiver to conduct a records check. If all is in order, an interview is scheduled. Polygraph and full background checks follow. A seven panel team conducts the final interview. An expunged record must be acknowledged for work involved with criminal justice.

Full time employees will work 40 hours per week, and part time employees will work 25 hours per week, averaged over a 52-week period.

**Motion** by Krebs, second by Lekan, to accept the test results as distributed to the Civil Service Commission and to post eligibility lists for the position of Police Dispatcher.

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

**Motion carried. 3-0.**

Mr. Potter expressed appreciation to the Civil Service Commissioners and the members and officers of the Police Department and Fire Department for their work in keeping Bay Village an extraordinary place in which to live.

Mr. Potter was elected on January 13, 2015 to be the Chairman of the Civil Service Commission for the years 2015, and 2016.

There being no further business to discuss, the meeting adjourned at 4:31 p.m., with holiday wishes expressed to all.

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James R. Potter, Chairman

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Joan Kemper, Secretary