

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

Held May 27, 2015

2:00 p.m.

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

Also Present: Jazmyn Stover, Esq., from the office of Law Director Ebert

Chairman Potter called the sixth meeting of the Civil Service Commission in the year 2015 to order at 2:00 p.m.

Mr. Potter called for approval of the minutes of the meeting of the Civil Service Commission held May 15, 2015. **Motion** by Krebs, second by Potter, to approve the minutes of May 15, 2015 as prepared and distributed.

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

Motion carried. 3-0.

The Commission reviewed a draft of the newly revised Rules and Regulations of the Civil Service Commission.

Motion by Lekan, second by Krebs, to accept the newly revised Rules and Regulations of the Civil Service Commission dated May 27, 2015. The necessary editorial work will be done and the draft submitted to Dr. Lekan for a final proof reading.

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

Motion carried. 3-0.

Vision and Hearing Standards for Police and Fire Candidates

Mr. Potter explained that the Human Resource Director, Jennifer Demaline, has asked the Civil Service Commission to review the requirements for vision and hearing standards for police and fire candidates. Jazmyn Stover, Esq., present on behalf of Law Director Ebert, stated that the standards would not require for current employees because they were hired under certain parameters and the terms and conditions of their employment cannot be changed.

For the vision and hearing standards for new employees going forward, there is a range of what you can expect. Before the standards are set, it is suggested meeting with Police Chief Spaetzel and Fire Chief Lyons to determine exactly what job duties require what type of vision. It takes a

certain amount of vision and certain color to see lights, cars, and a witness on the stand. Are we requiring that vision testing be with, or without eye glasses, taking into consideration that glasses might be knocked off in the line of duty, for example, in a tussle with a person being arrested? Ms. Stover suggested determining the type of vision standards in conjunction with a job description listing the duties to be performed. After that discussion is had with both chiefs and they have input into what the standards should be, then the Civil Service Commission can accept the standards.

Mr. Potter stated that the Civil Service Commission will also be looking to what the requirements of a Police Dispatchers will be. Job requirements will need to be put into job descriptions when advertising for positions, and the advertisements should note that vision and hearing testing will take place prior to hiring. Ms. Stover stated that these standards do not have to be included in the Rules and Regulations of the Civil Service Commission.

Chief Spaetzel stated that he has discussed this with Fire Chief Lyons and at this point they would like to do research on common, practical vision and hearing standards. They are in the process of working with the Law Director and Human Resource Director to create a job description of entry level candidates. Ms. Stover stated that job descriptions are an administrative function because they change and evolve over time.

There being no further discussion or business to be addressed, the meeting adjourned at 2:15 p.m.

James R. Potter, Chairman

Joan Kemper, Secretary