

City of Willoughby Hills
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CIVIL SERVICE COMMISSION

Thomas J. Majeski, Chairman Thomas Kicher, Vice Chairman Carolyn Patton, Secretary

CIVIL SERVICE COMMISSION MEETING MINUTES
JULY 10, 2019

Meeting was called to order at 2:00 p.m.

PRESENT: Chairman Tom Majeski and Vice Chairman Tom Kicher

ALSO PRESENT: Police Chief Chris Collins, SGT Matt Naegele, Fire Chief Rob Gandee and Executive Assistant Gloria Majeski

ABSENT: Secretary Carolyn Patton

APPROVAL OF THE MINUTES:

Approval of the minutes of the 4/23/19 and 6/19/19 meetings was deferred until the Secretary returns.

NEW BUSINESS:

Police Sergeant Test results were received and certified.

Fire Chief Gandee provided the Commission with four documents for consideration for future hiring:

- “Competitive Application Process – Firefighter/Paramedic (Lateral)”
- “Information for Open Competitive Application & Exam Process for Full-time Firefighter/Paramedic”
- Competitive Application Process – Lateral Transfer)”
- “Competitive Written Exam”

These documents will be reviewed by the Commission and discussed at a future Civil Service Commission meeting.

OLD BUSINESS:

Police Sergeant Test:

- All set for Friday, July 19, 2019
- Police Chief's plan for assessment is to do all of the interviews in one day, based upon availability of the Mayor (Appointing Authority), candidates, and Civil Service Commission member(s). He wants to do the assessment based on performance and Mayor's recommendation. He would not recommend a grading scale or point system, as used in the past, but rather the oral critique among all present for candidate consideration.

Lateral Transfers:

- Chief Collins discussed his Lateral Transfer process for candidates and intention to get started on this process as soon as possible. He will work with City Administration to get the ad posted and the supplemental materials prepared for the applicants in order to fill the position as soon as possible.
- For the Fire Department, a Competitive Exam is required prior to the lateral transfer advertising, as well as expiration of the current list of viable candidates.
- Fire Department Labor Union contract should be amended to include the lateral transfer agreement. Chief Gandee has already had discussions with Union representatives who are in agreement with this amendment and will look forward to proceeding with this.
- The Commission explained to Chief Gandee about the testing for Competitive, Provisional and Lateral candidates. He understood.

Age of Applicants:

- There was discussion between the Commission and both Police and Fire concerning the age of applicants for the upcoming and future testing. Chairman Majeski indicated that his research to Law Writer, Section 124, as well as discussion with the Pension Board, has the cutoff at age 40 as the Pension Board would recommend not over age 40, even with transferable time. Chief Collins suggested that it should be written as "pensionable by

the age of 65.” Chairman Majeski said that he will confirm with the Pension Board via email but tentatively revise the Civil Service Policy Manual as Chief Collins suggests, unless the Pension Board advises otherwise. In addition, the Police and Fire Chiefs may wish to consider implementing a fitness for duty exam at the age of sixty for all members. They would need to decide the parameters and ramifications if a member is deemed unfit for duty after the exam.

(NOTE: AT THE JUNE 19, 2019 CIVIL SERVICE MEETING, THE FOLLOWING GUIDELINES WERE SET FORTH FOR MAXIMUM AGE FOR TESTING FOR BOTH POLICE AND FIRE):

- *For Police appointments: Current Civil Service regulations state (Section 4.4D): “By operation of ORC 124.1, no person shall be eligible to receive an original appointment after his or her thirty-fifth-(35th) birthday. However, the Commission may grant an age waiver for service that is transferable and the employee agrees to obtain the service credit to the Ohio Police and Fire Pension System (Lateral Transfer). Maximum age at the time of appointment shall not exceed age forty (40) even with lateral transfer. Full-time Police Officers must be able to obtain thirty (30) years in the Police and Fire Pension System and/or twenty-five (25) years pension and five (5) years of DROP (Deferred Retirement Option Plan).*
- *For Fire appointments: Current Civil Service regulations state (Section 4.4E): “By operation of ORC 124.42, no person shall be eligible to receive an original appointment on or after his or her thirty-first (31st) birthday. However, the Commission may grant an age waiver for service that is transferable and the employee agrees to obtain the service credit to the Ohio Police and Fire Pension System (Lateral Transfer). Maximum age at the time of appointment shall not exceed thirty-five (35), even with lateral transfer. Full-time Firefighter/Paramedics must be able to obtain thirty (30) years in the Police and Fire Pension System and/or twenty-five (25) years pension and five (5) years in DROP (Deferred Retirement Options Plan).*
- *Applicants’ employment in both Police and Fire service would be done at age sixty-five (65).*

Next Test – (Entry Level) for both Police and Fire Candidates:

- The tests for Full-time Police and Full-time Fire (entry level) were discussed. The process of picking up applications at City Hall was

discussed. The packet will include the Job Application and Supplemental Form as required by Police or Fire respectively.

- Once the applications are returned, there will be a cutoff on the number of applications processed, with a cap of 50 for Police and 50 for Fire. That number may be altered once the test site is reviewed for sufficient testing space. When the application is received, it will be date and time stamped, receipted for the \$25 application fee, and logged on a sheet in the Finance Department.
- The test is set for Saturday, September 21, 2019, from 9 a.m. to noon at School of Innovation, 32500 Chardon Road, Willoughby Hills, OH. Vice Chairman Kicher and Gloria Majeski will be making arrangements to view the testing site in the next week in order to begin to advertise for the testing. If there are concerns with the SOI site, Cornerstone Christian Academy was also suggested by SGT Matt Naegele as an alternative option.

PUBLIC PORTION:

The meeting was an open forum. No one spoke in a specified "Public Portion."

NEXT MEETING:

No next meeting date was set. There will be work by the Commission over the next few weeks with the SGT interviews and possible Lateral Transfer interviews, as well as preparation for the September 21, 2019, Police and Fire Testing.

ADJOURNMENT:

The meeting was adjourned at 3:05 p.m. by Chairman Majeski.

Respectfully submitted,
Gloria Majeski
Gloria Majeski, Clerk Pro-Tem

Thomas J. Majeski

Chairman Thomas Majeski

8/19/19

Date

Thomas P. Kicher

Vice Chairman Thomas Kicher

8/14/2019

Date