



City of Mentor-on-the-Lake

5860 Andrews Road, Mentor-on-the-Lake, OH 44060-2827

Phone: (440) 257-7216 Fax: (440) 257-2766

www.CityMOL.org

MINUTES CIVIL SERVICE COMMISSION MEETING MARCH 29, 2017

The Regular Meeting of the Civil Service Commission for the City of Mentor-on-the-Lake, Ohio, was called to order by **Presiding Chair, Andy Rose** at 6:00 p.m.

ROLL CALL:
Aye: Andy Rose, Presiding Chair
Aye: Mike Constantine
Aye: Geoff Snow

Also Present: Dave Eva, Mayor
Tom Konitsky, Fire Chief
John Gielink, Police Chief
Jim Lunder, Councilman

APPROVAL OF MINUTES: October 12, 2016

MOTION MADE BY MIKE CONSTANTINE, seconded by Geoff Snow, to approve the minutes of October 12, 2016. **ROLL CALL: ALL AYES.**

MOTION PASSED 3/0

CORRESPONDENCE: None

OLD BUSINESS:

Chief Konitsky mentioned that he reviewed the Charter and realized that he has to give an exam for Battalion Chief before he can give an exam for Lieutenant. He mentioned that once the Battalion Chief position is filled, it will create an opening for a Part time Lieutenant. He also mentioned that the two eligible candidates for the Battalion Chief exam have been notified that they will have a month and a half from this date to study for the exam.

Mr. Rose and Chief Konitsky briefly discussed the composition of the Part time officers in the Fire Department.

Mr. Rose asked what company we are ordering the exam from.

Chief Konitsky mentioned that he spoke with Mayor Eva and requested to create his own exam. He said that he is almost done creating a 100 question exam.

Mr. Rose asked Chief Konitsky what his plan is for a study guide.

Chief Konitsky said that the candidates can use their IFSTA book, Emergency Response Guide and SOP's to study for the exam.

Mr. Rose asked if the exam is comprised of leadership and skill set questions.

Chief Konitsky said that it also contains fire based knowledge questions.

Mr. Rose asked the Administration if they are comfortable giving an in-house exam.

Mayor Eva mentioned that he would like to have the commission review the exam once it is complete.

Mr. Rose asked if the lieutenants are in the fire union.

Chief Konitsky informed Mr. Rose that they are not in the union, but they are covered under contract.

Mr. Constantine asked Chief Konitsky if he is going to provide the commission with more than 100 questions just in case they have an issue with some of the questions.

Chief Konitsky said every question he has created so far references a page number in the books.

Mr. Rose asked Chief Konitsky how he is doing the leadership part of the exam.

Chief Konitsky said that he has to look into it but he was thinking about doing an assessment as the second part of the exam.

Mr. Rose suggested that Mayor Eva, Chief Konitsky and the Captain or Battalion Chief do a leadership interview with the candidates to determine their leadership abilities. He recommended keeping the questions consistent for both candidates.

After brief discussion, the commission and Chief Konitsky agreed to do leadership interviews for the candidates who pass the written exam with a 70% or higher.

Mr. Snow asked if the commission will be involved with the leadership interview process.

Mr. Rose clarified that the commission will strictly work the exam portion.

The clerk asked Chief Konitsky if he is going to use the same questions for the Part time Lieutenant exam.

Chief Konitsky said that he doesn't know if it will be exactly the same.

Mr. Rose said that it should not be the same exam.

Mr. Snow mentioned that at the last meeting, it was discussed that the prior in-house exam was abolished because of legal challenges.

Chief Konitsky said that he knows both candidates that are taking the exam and he doesn't see either of them challenging the exam.

Mr. Rose asked if anyone contacted the City of Mentor about their Civil Service exam.

The clerk reported that the City of Mentor uses the Ohio Fire Chief's exam, which costs about \$1,500.

Mr. Snow asked if we found any exams cheaper than \$1,500.

The clerk mentioned that Ergometrics charges \$500 for their exam but part of the exam is a video, which Chief Konitsky does not want.

Mr. Snow asked if the candidate that was originally not enthused about taking the exam is more enthused about taking it now.

Chief Konitsky said that both candidates are willing to take the exam.

Mr. Rose asked if it is still necessary to have 100 questions on the exam if the leadership portion of the written exam is being eliminated.

After brief discussion, the commission decided to lower the exam to 75 questions with 5 alternative questions in case there are any challenges. The commission requested that Chief Konitsky present them with hard copies of the 80 questions at the next meeting so that they can review it.

Mr. Rose said that the commission will schedule a date for the exam after they review the exam.

Mr. Rose asked Chief Konitsky if six weeks gives the candidates enough time to study for the exam.

Chief Konitsky said that six weeks is enough time.

Mr. Rose asked if there are still five candidates eligible for the Lieutenants position.

Chief Konitsky said that there are only four candidates who are eligible.

NEW BUSINESS:

ELECTION OF OFFICERS

MOTION MADE BY MIKE CONSTANTINE, seconded by Geoff Snow, to nominate Andy Rose as the 2017 Chair of the Civil Service Commission. **ROLL CALL:** Ayes: Mike Constantine, Geoff Snow. Nays: None. Abstain: Andy Rose.

MOTION CARRIED: 3/0/1 MOTION CARRIED: 2/0/1

Chief Gielink mentioned that he no longer needs to schedule a Communications Officer exam to replace Pat Tracey, who will be retiring on May 18, 2017. He mentioned that the current eligibility list will expire on April 25, 2017 but Mr. Lyons said that he can still hire off of this list. He sent letters to the top five candidates to see if they are interested. He said that at this

time he has only received one response back stating that they are not interested. He said that if he does not hear from the other candidates he will then send the same letter to the next five candidates on the list.

Chief Gielink requested to have a Full time Police Officer exam, pending the retirement of Officer Dan O'Conner. He said that Officer O'Conner is eligible to retire this June or July. He said that he would like to offer the same extra credit for current officers, prior military and college degrees.

Mr. Rose asked if he is planning on using the same exam as last time.

Chief Gielink said more than likely, but he will look into other exam options and pricing.

Mr. Rose asked how many candidates we allow to take the exam.

The clerk said that we allow 30 candidates to take the exam because of the size of the room.

Chief Gielink recommends charging the candidates \$20 to take the exam.

Mr. Rose asked if two weeks will give Chief Gielink enough time to select an exam and Chief Konitsky to finish his written exam.

Everyone agreed that two weeks would be fine.

The clerk suggested scheduling the exams around the same time so that we can combine both exams on one advertisement.

Mr. Rose asked if the commission could proctor both the Full time Police Officer and Part time Battalion Chief exams in the same room at the same time. Mr. Rose also asked if it is mandatory to advertise in the newspaper. Mr. Rose requested that the Administration check with the Law Director before the next meeting.

The clerk said that she did not see that it was mandatory in the Civil Service Commission rules.

SETTING OF MEETINGS:

The commission scheduled their next meeting for Thursday, April 13, 2017 at 6:00 p.m.

ADJOURNMENT:

MOTION MADE BY MIKE CONSTANTINE, seconded by Geoff Snow, for adjournment.

ROLL CALL: ALL AYES.

MOTION PASSED 3/0

MEETING ADJOURNED: 6:30 p.m.

ADOPTED: April 13, 2017



ANDY ROSE, CHAIR

ATTEST: Christa Parisi

CHRISTA M. PARISI, CLERK