



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 APRIL 6, 2018

The Regular Meeting of the Civil Service Commission for the City of Mentor-on-the-Lake, Ohio, was called to order by **Chair, Andy Rose** at 5:55 p.m.

ROLL CALL:
Aye: Andy Rose, Chair
Aye: Mike Constantine
Aye: Geoff Snow (ABSENT)

Also Present: Dave Eva, Mayor and Fire Chief James Pechatsko

APPROVAL OF MINUTES: December 27, 2017

MOTION MADE BY MICHAEL CONSTANTINE, seconded by Andy Rose, to approve the minutes of December 27, 2017. **ROLL CALL:** Ayes: Andy Rose, Mike Constantine. Nays: None. Abstain: Geoff Snow

MOTION PASSED 2/0/1

CORRESPONDENCE: None

OLD BUSINESS: None

NEW BUSINESS:

Chair Rose states both Mayor Eva and Chief Pechatsko is here and we are going to talk about a full time lieutenant exam and a review of the Civil Service Rules Unclassified vs. Charter. Chair Rose turned conversation over to Chief Pechatsko to discuss the lieutenant exam.

Chief Pechatsko states that he would like to give a lieutenant test to fill the vacancy within the Fire Department to stay within the compliance of the ordinance as far as full time composition of one captain or lieutenant full time ordinance 232.01.

Chair Rose asks if this is the position that was vacated when Chief Pechatsko was promoted. Chief Pechatsko stated it was. Chair Rose asked what the full time compliment is currently. Chief Pechatsko stated that he is full time Chief along with 3 other full time firefighter/paramedics. Chair Rose asks the number of part time employees in the fire department currently. Chief Pechatsko responds that currently 2 battalion chiefs 4 lieutenants and then he

believes right around 17 others with the majority being paramedics and 4-5 basics out of that 17. Chair Rose asks if Chief Pechatsko would like a full time lieutenant exam as soon as possible. Chief Pechatsko states yes there are 3 full time firemen that are eligible and he believes all 3 will take the test.

MOTION MADE BY MICHAEL CONSTANTINE, seconded by Andy Rose, to approve a request for a **FULL TIME FIRE LIEUTENANT** exam. **ROLL CALL:** Ayes: Andy Rose, Mike Constantine. Nays: None

MOTION PASSED: 2/0

Chair Rose asked Chief Pechatsko if we have an exam prepared. Chief stated we do not and he will start investigating getting one on Monday with consideration to cost. Chair Rose asked if Chief would like to schedule the exam now. Mike stated that we should get the exam before scheduling the exam date. Chief agreed and asked if we would need to have another meeting to schedule the exam after a test was obtained. Chair Rose stated that we will have another meeting to schedule the exam and since it is an internal test we will not have to advertise the test date. He goes on to say that there still must be the appropriate posting/notification and that there must be the appropriate time allowed for study. So he states we will have to have another meeting to figure out the date of the test. Mr. Constantine suggested unless we can get the test ordered by the scheduled meeting. Chair Rose said he would be concerned because we haven't gotten the test yet and we don't know how long it will take to come and because Chief will need to work with administration to settle on the cost of the test we should hold off. Chair Rose states we will just schedule a meeting once the test is decided on by the Chief meetings since aren't hard to organize. Chair rose certifies that the Commission approves the request for the lieutenant exam and will work with administration to select an exam. He addresses the Chief stating once you have accepted an exam please request another Civil Service meeting and at that meeting the committee will then choose a date for the exam. Once an exam is scheduled we will also schedule the certification of the results of the exam so the results can be published

Chair Rose brings forward the next item on the agenda the review of Civil Service rules for classified vs charter. Chief Pechatsko states in given packets that there was both a copy of the Mentor on the Lake Charter and the Ohio Revised Code in regards to residency. Chief stated he mentioned our residency requirements to Law Director Jim Lyons he stated that the city doesn't have to abide by rules mentioned in the ORC we can do what we decide. Chief Pechatsko states he would like to extend the residency from 3 miles from the station to 6 miles from the city limit. He states his reason is that it provides current employees a larger area in which to reside and it also increases the pool of qualified firefighters that he can recruit from. Chair Rose states that the Civil Service Commission does not have the authority to change the charter. Chief states that this rule is not in the charter but in the civil service rules. Chair Rose states the commission can

change the civil service rules and asks the mayor for a copy of the charter to review. Chief states he looked in the charter and couldn't find anything. Mr. Constantine asked if this would have any connection to the full time captain/ lieutenant he is seeking. Chief states no this has more to do with the part timers in the department. Mr. Constantine asked if increasing the radius would have any impact on response time for individuals that are on call. Chief stated there would be a slight increase but the city is only 1.6 miles he states there is about 3 minutes added to the response. Chair Rose asked if this rule is being changed for GP or is the rule being changed to expand his pool of candidates. Chief says both. He has a part time lieutenant who is civil service that is looking to move and he doesn't want to be restricted by the 3 miles. Chief said he explained that if he moved outside the 3 miles he would lose his lieutenant status because then he is no longer in civil service. Chief decided to call a meeting to see if we could address this, and in the given packet the last page illustrates a rough estimate of the 6 mile radius. Chair Rose states that we are changing it via 6 miles as "the crow flies" not 6 road miles correct? Chief responds yes "as the crow flies". Chair Rose states this gives us Fairport Harbor, some Painesville, the western edge of Concord Twp. and the outer edge of Eastlake and Timberlake. Chair Rose stated that he wanted to verify via the civil service rules that any change to the said rules and he reads "an amendment to these rules shall not be adopted at the same meeting to which it was proposed." He states this means that we cannot pass this or any proposal in the same meeting. He reads that is also says "no final action shall be taken on any amendment in less than 7 days" and says this means that we would have to wait at least a week. He says this prevents an adjournment and then a recalling of a meeting to pass the amendment so the earliest we can adopt this is 7 days. Chair Rose believes that now that this is on the table as a proposal when we schedule a meeting to schedule the civil service test we will vote on the amendment there is nothing in the charter that talks about restricting us from making this amendment and he just verified that and so we can do this. Chair Rose recommends we do not schedule a meeting tonight because we don't have a physical test to schedule the date of the exam. We will schedule a meeting after a week today that gives Chief time to work with city administration to get an exam and figure out that issue. He addresses Chief Pechatsko saying when you are ready to talk about the schedule of the test we can also talk about the modification of the mileage requirement. You have made the recommendation but we will also ask for the Mayor/Safety Director to endorse this requirement.

Clerk states while preparing a report for the State Board of Review where she has to report how many classified vs unclassified employees the city has to the State she noticed a discrepancy between the charter and the civil service rules. Since the charter does not match the civil service rules she was confused about reporting the classification of the employees in the police department. She explains in the charter under Civil Service section 7.07 number 6 under section C the unclassified section of the charter says unclassified should include part time members of the police department. In the civil service rules it states all members of the police department are of the classified service. Chair Rose states that we do need to amend the civil service rules to reflect this and that the charter was changed in order for the Chiefs of police and fire to not have to give a test to hire part time officers. He says since it is a rule proposal we will review civil service rules for classified and unclassified for patrol officers. Chair Rose states the issue is the rules were not updated at the same time the charter was amended in 2015. Clerk asked if she

should just update the rules. Chair Rose stated since it is an amendment it will also need to be updated after 7 days and asked when she is to send the report to the state. Clerk advised she already reported and used the rules of the Charter to do so. Chair Rose then stated we meet again to schedule the civil service test both proposals have been presented so as long as the meeting is later than 7 days we will make the proposals an official change.

Chair Rose asked for other changes. General discussion was had about the scheduling of the next meeting.

SETTING OF MEETINGS: The commission did not schedule any meetings.

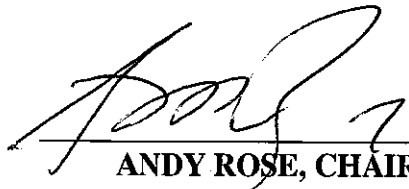
ADJOURNMENT:

MOTION MADE BY MICHAEL CONSTANTINE, seconded by Andy Rose, for adjournment. ROLL CALL: Ayes: Andy Rose, Mike Constantine, Nays: none

MOTION PASSED 2/0

MEETING ADJOURNED: 6:29 p.m.

ADOPTED: April 26, 2018



ANDY ROSE, CHAIR

ATTEST: 
NIKKI VELEZ, CLERK