



City of Mentor-on-the-Lake

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**MINUTES
CIVIL SERVICE COMMISSION
MEETING
JANUARY 9, 2020
6:00 p.m.**

**Oath of Office administered to continuing member Andy Rose
Oath of Office administered to new member Ron Dohnal**

The Regular Meeting of the Civil Service Commission for the City of Mentor-on-the-Lake, Ohio, was called to order by **Andy Rose** at 6:03 p.m.

ROLL CALL:
Aye: Andy Rose, Chair
Aye: Ron Dohnal
Aye: Geoff Snow

Also Present: Dave Eva, Mayor
Chief John Gielink
Chief James Pechatsko

APPROVAL OF MINUTES: April 10, 2019

***Minutes cannot be approved as Geoff Snow is the only member present and still a Commission member.
Minutes recorded as not passed. ***

CORRESPONDENCE: None

OLD BUSINESS: None

NEW BUSINESS:

Police Chief Gielink states that his department will have a retirement this year. This will create an opening for a lieutenant, therefore an opening for sergeant, and therefore an opening for a full-time patrol officer. He is requesting that we administer 3 civil service tests to fill these positions that is: 1 entry level exam and 2 promotional exams. He anticipates that the vacancy will be sometime in July/August. Mr. Rose verifies that a 60-day notice will need to be given for these exams. Chief Gielink verifies that that is correct so he is hoping to have a test sometime in April 2020. Mr. Rose asks if he has a test picked out. Chief Gielink states that he has been in contact with 2 companies and he believes that he has decided to go with Clancy and Associates. He states has documentation from both companies if the Commission would like to see it. Brief background for Clancy and Associates given by Chief Gielink.

MOTION MADE BY ANDY ROSE, seconded by Geoff Snow, to administer a Police Lieutenant exam. Roll Call: Ayes: Andy Rose, Geoff Snow, Ron Dohnal

MOTION PASSED: 3/0

MOTION MADE BY ANDY ROSE, seconded by to administer a full-time Police Sergeant exam. Roll Call: Ayes: Andy Rose, Geoff Snow, Ron Dohnal.

MOTION PASSED: 3/0

MOTION MADE BY ANDY ROSE, seconded by to administer a full-time Police Patrol Officer exam. Roll Call: Ayes: Andy Rose, Geoff Snow, Ron Dohnal.

MOTION PASSED: 3/0

Chief Gielink states that he would like the exams on different dates. The entrance exam would be limited to the first 25 applicants based on the size limitations of the community room. The two promotional exams would be administered on a different day and the tests would be concurrent to one another. Mr. rose agrees and asks if Chief Gielink would like to choose a date this evening. Chief Gielink responds that he needs to ask the testing company and the conductor of the Lakeland Police Academy to make sure the chosen date does not conflict with any mandatory test dates they might have. Mr. Snow asks if we need to schedule a commission meeting to schedule the test. Mr. Rose states that once the date has been chosen the Clerk will reach out to the Commission to see who will proctor.

Mr. Dohnal asks how many officers will be taking the promotional exam. Chief Gielink states for the lieutenant exam he anticipates 2 sergeants taking it and 2 full time officers he believes will take the test for the sergeant position. Although he thought he may open the exam for all of our full-time patrol officers. The full-time patrol officer exam will be open to everyone with a percentage given to anyone currently employed by Mentor-on-the-lake but limited to the first 25.

Discussion was had about proctor availability. Mr. Rose states that although the company will send their own proctor, we (Civil Service Commission) will need to be there as well by statute. We are making sure we have someone present to witness the exam and then therefore the Civil Service Commission can certify the results without question. Mayor Eva asks if the company then takes the test with them to score. Chief Gielink states that they do. Mr. Rose states that then we will schedule a meeting to review and certify the results and then forward the result to the Administration.

Mr. Rose moves on to address Fire Chief Pechatsko's request. Chief Pechatsko states that it was April 2019 since the last part-time fire civil service exam and he would like to request another exam. He states he currently has 6 possible candidates that would like to take the exam so they can be classified under civil service. He states these candidates are currently in their probationary period. He would also like to request a full-time firefighter exam. He anticipates 3 candidates will take the that test. He states he is looking to hire a full-time firefighter. Mr. Rose verifies that Chief Pechatsko is looking for 2 exams, a full-time exam and a civil service exam. Chief Pechatsko states he has tests picked out already and suggests running both exams on the same day. Chief Pechatsko adds that the tests are from the same company he has used before and that they are similar. He states the only difference is the test for the full time is a little longer. He explains it includes a study packet that is given to candidates to study for 20 minutes and then its collected. Then the test is administered.

There are coinciding questions on the test from this study packet. He states the part time civil service exam is a 90-minute basic knowledge test. He adds we have used this company in the past and he likes the test. Mr. Rose asks how much shorter (in length of time) is the entry level civil service test? Chief Pechatsko states the civil service part time exam has a 2-hour time limit and the full-time civil service full time exam is 2-hour and 20-minute limit. He explains the reason its 20 minutes longer is because the candidates get to study the study guide for 20 minutes before the test is administered. Mr. Rose explains that he is trying to understand so that the test can be timed accordingly and so that everyone is done with part one (the part time civil service test) at the same time. Chief Pechatsko states there are no "parts". He suggests possibly separating the full-time test candidates from the part time civil service test candidates, give the study guide to one group, while letting the other group begin the exam. Mr. Rose states that he understands but he doesn't want there to be any type of distraction to either group of candidates taking the test. Mayor asks what if we gave the part time civil service test and the candidates from that test would like to like to take the full-time test? Mr. Rose states for instance what if a candidate passes the part time civil service exam and then would like to turn right around and take the full-time civil service exam? Chief Pechatsko states that he believes in the past once the part time candidates pass the civil service exam, they then get put on another probationary 12-month period. He states he has not seen anywhere in the civil service rules or in the ordinance nor the Charter that says he cannot adjust the length of probation. Mr. Rose states that is a departmental policy and he doesn't know if that ties into the union contract or not. Chief Pechatsko states that he doesn't believe it does. Mr. Rose states that he is inclined to give those tests on two separate nights. He explains because all it takes is for someone to be one point away from passing and then they file a grievance because their concentration was broken or there was a distraction in the room. Chief Pechatsko states that he was trying to make it easier on the Commission. Mr. Rose states he understands but two tests would protect against certain issues. He adds each test needs a designated time and date.

Mayor Eva states that based on the part time contract that there is a 1-year probationary period before moving to full time. Mr. Rose asks if it is a 1-year probationary period from the time of hire or the time established as a civil service employee? He adds if a part-time firefighter/paramedic has been employed for year that candidate could theoretically take the part time civil service exam and turn around to take the full-time exam. Chief Pechatsko states that he was under the assumption that once they reclassify as civil service, their 12-month probationary period starts again. Discussion was had about this topic briefly. Mayor Eva asks if this was in the civil service rules or ordinance? Mr. Rose states that it is not in the civil service rules it would be in the ordinance or union contract. Clerk states that unfortunately if examined the civil service rules do not match the ordinance nor charter. She states that she sent an email to the chair of the Ordinance Committee with the changes to the rules voted on and passed by the Civil Service Commission, the Ordinance Committee never addressed the change. As far as the 6-mile rule that was passed by Civil Service this has not been changed. Mr. Rose asks if Council ever addressed the change that was voted on by the Civil Service Commission? Clerk states that she sent the new rules dated April 28, 2019 and the 6-mile change to the Ordinance Committee Chairperson and his response was that he believed Council and the law director would have to address the change. It was never addressed as far as she could tell. Mr. Rose states that the ball has been left in Council's/Ordinance Committee's court then. He states he will leave it to the Administration to coordinate this issue with Council.

MOTION MADE BY GEOFF SNOW, seconded by Ron Dohnal to schedule/administer a Firefighter Civil Service exam. Ayes: Andy Rose, Geoff Snow, Ron Dohnal. Nays: None.

MOTION PASSED: 3/0

MOTION MADE BY GEOFF SNOW, seconded by Ron Dohnal to schedule/administer a Full-Time Firefighter exam. Ayes: Andy Rose, Geoff Snow, Ron Dohnal. Nays: None.

MOTION PASSED: 3/0

Mr. Rose states we will schedule the exams and then we will reconvene to certify the results.

Discussion was had regarding the exam dates and proctoring of the exam. It was discussed and verified that the exam should be held within 30-days of the notification. Chief Pechatsko and the Clerk decide to discuss the date of the fire exams.

Mr. Rose states just to summarize we will be giving 3 police exams, one being a entrance level exam and 2 promotional exams. Chief Gielink verifies that he will arrange those dates based on the availability of the testing company. Mr. Rose advises the clerk to contact the Commission to arrange a proctor to those exams. Mr. Rose states the Clerk will also arrange a testing date for the part time fire exam and will contact the Commission to arrange a proctor for those exams as well. Clerk agrees with this plan.

Mr. Rose verifies that the Administration will address the changes to the Civil Service Rules with Council. Mayor Eva states it will be addressed.

Mr. Dohnal asks about the appointment expirations as far as Commission members. Clerk explains that according to the Civil Service Rules, if a member leaves without finishing their term, their replacement continues the term. Mr. Dohnal is the new member replacing Mr. John Higgins and his term was set to end December 31, 2022 so that is when Mr. Dohnal's term will end. Mr. Snow's term will end December 31, 2021 and Mr. Rose's new term will end December 31, 2023.

SETTINGS OF MEETINGS: Meeting will be scheduled once the civil service exam for the part time firefighters is administered to certify results.

ADJOURNMENT:

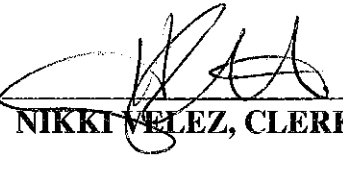
MOTION MADE BY GEOFF SNOW, seconded by Ron Dohnal, for adjournment. **ROLL CALL:** Ayes: Andy Rose, Geoff Snow, Ron Dohnal. Nays: None

MOTION PASSED: 3/0

MEETING AJOURNED: 6:28 p.m.

ADOPTED: 3-0 on 3/5/2020


ANDY ROSE, CHAIR

ATTEST: 
NIKKI VELEZ, CLERK *Holli Barbara Acting Clerk*