



MINUTES OF THE SPECIAL CIVIL SERVICE COMMISSION MEETING

TUESDAY, FEBRUARY 1, 2022

Members Present: Susan Figler, Chairwoman
Rainy Boucher

Members Absent: Tim Fenwick, Vice Chairman

Also Present: Debra Bennington, Secretary, Civil Service Commission
Mark Stone, Fire Chief
Jeffrey Film, Chief of Police

I. CALL TO ORDER

Ms. Figler called the special Civil Service Commission meeting of February 1, 2022 to order at 8:04 a.m. and Ms. Bennington called the roll.

II. APPROVAL OF MINUTES

Motion:

Ms. Figler moved and Ms. Boucher seconded to approve the minutes of November 2, 2021 and December 27, 2021 as submitted.

Yes Votes:	Boucher, Figler
No Votes:	None. The motion carried.

III. OLD BUSINESS

None.

IV. NEW BUSINESS

A. Firefighter Entry-Level Examination

Chief Stone stated prior to today's meeting there were ten (10) candidates on the list from Band A, which precluded us from moving to Band B. When we gave the test in January 2021, we had no openings to hire. When there was an opening in October, many of the candidates had already been hired by other agencies. Since then, we have interviewed and hired one individual off the list. We were very interested in another individual who failed a portion of the agility test, which now drops us down to nine (9) candidates in Band A. Initially, we were going to entertain the idea of terminating the list and

requesting a new test; however, we are now exploring our options and one of them is moving onto Band B. At that point, we will weigh our options and see where we are with candidates. Chief Stone asked if we could give another test and combine candidates from both tests. Ms. Figler stated she does not know; Ms. Bennington stated she believes there is a rule allowing consolidation of lists. *[It was later determined that Rule VI, Item 1(c), Posting of Lists, covers consolidating existing lists.]*

Chief Stone stated we want to be open to making the department as diverse as possible. The current list does not allow for that, but maybe it will be by moving onto Band B. We need to try opening these doors. It has been very difficult because the number of candidates are small when compared to previous years and those of protected classes are finite. Our goal is to have a better range of people from which to choose. Ms. Figler asked if there is a position currently open; Chief Stone replied someone is retiring this month.

The Commission reviewed correspondence received from a Band A candidate regarding termination of the current eligibility list [a copy of which is attached to the original minutes].

Chief Stone stated past lists have been terminated after one year when we felt the individuals were not a good fit for our department. We believe we have done a very good job in the past eight (8) years of hiring – we have not had any issues with those hired. We drill down hard on the candidates to make sure that we have people who are going to fit for 30 years with our firefighters. They live together 24-hours at a time and we need to make sure they will fit.

Ms. Figler asked when candidates from Band B are included on the list; Chief Stone replied when Band A has under ten (10) candidates. He stated we have not had to do this before because we have always had a strong showing in Band A and being such a small department we only hire one or two at a time. That makes it a lot easier. Now that we have this additional opening, we are looking at our candidates and thinking we would like to get a wider pool. We lost six (6) candidates to other departments since we gave the test and before we started interviewing.

Ms. Figler stated we need to explore the option of consolidating lists and may need to get a legal opinion and clarification. She asked Ms. Bennington and/or Chief Stone to provide a history of at least the last three (3) tests noting certification date, expiration or termination date, and the number on the bands.

Ms. Figler stated she can understand both sides to the story, but believes we need to be attentive. If there are opportunities, we cannot just kill something before we explore what those possibilities are.

Chief Stone stated we do not want to kill a list and not have a test. He will review and figure something out for the next meeting. It would be fantastic if we could consider another test while keeping this one open. We always want to have a list available to us.

Ms. Figler asked what the typical timeframe is from when we offer a test to when we certify the list. Ms. Bennington replied it is typically 3-4 months from the time we send RFP's to testing agencies to when the list is certified. Ms. Figler commented once the Commission gets the requested information and the department goes through Band B, we can work on it at the next meeting so a new list could be in place by summer time. Chief Stone indicated he would like to move quicker. It takes a few months to get someone hired and we will have a vacancy later this month. He would like to get that position filled as soon as possible because summer time (vacations) are what effects them. Ms. Figler stated we could schedule a special meeting if needed.

B. Police Officer Entry-Level Examination (Spring of 2022)

Chief Film stated we are down to a handful of candidates on our current list. We were going to hire two (2) officers off the list, but one candidate chose to go to Tallmadge at the last minute. He would like to hold a new test as soon as possible, and would like to look at a national testing agency for on-line testing as well. He stated we have some good candidates on our current list but they do not have the academy. Academies have already started for this spring so we would not be able to hire someone until summer or fall and we have an officer retiring in a couple months.

Motion:

Ms. Figler moved and Ms. Boucher seconded to approve sending RFP's to testing agencies for the Police Department.

Yes Votes: Boucher, Figler

No Votes: None. The motion carried.

V. ADJOURNMENT

The meeting adjourned at 8:21 a.m.

Susan Figler
Chair, Civil Service Commission

Debra Bennington
Secretary, Civil Service Commission

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