

Office of the Civil Service Commission

Minutes

Civil Service Commission Meeting
September 29, 2015

MEMBERS PRESENT: Joseph A. Greve, Robert A. Stiefvater, Ken Stefanov present via telephone conference call

MEMBERS ABSENT: Ken Stefanov unable to vote via telephone

OTHERS PRESENT: Mayor Jerry Hruby, Police Chief William Goodrich, Fire Chief Edwin Egut, Recording Secretary Cathie Phillips

CALL TO ORDER: Chairman Greve at 5:00 pm.

OLD BUSINESS:

The following motion was proposed by Chairman Greve and seconded by Member Stiefvater: The entry written exam for Police Officer will be scheduled on Thursday, November 5, 2015 at 6:30 pm at the Brecksville Broadview Heights Middle School Cafeteria, 6376 Mill Road, Broadview Heights, OH 44147. The exam will be administered by Ramsey and Associates. A vote was taken and the motion passed.

Chief Goodrich tweaked the Application for Examination for Police Officer. He added the City logo and allowed more space for writing. The Commission liked the changes made.

Chief Goodrich and Mayor/Safety Director Hruby requested the Commission review the subject of changing the written exam to an assessment required to advance to the position of Lieutenant. It was recommended that Ramsey and Associates will administer the assessment and the Commission will request the structured oral interview only. Two assessors, who are present or retired police chiefs, will evaluate the candidate's performance and award a score on the job related behaviors. The fee will be \$600.00 per candidate. The assessment will take place on Wednesday November 18th, 2015 at 10 am at Brecksville City Hall. If approved by the commission, Secretary Phillips will schedule the individual times with Pat Ramsey for Sgts. Johnson, Korinek, and Mares.

A discussion took place about changing the Lieutenants' written exam to an assessment with the recommendation motion by Chairman Greve and seconded by Member Stiefvater to amend the Civil Service Commission rules to provide for this assessment. A vote was taken and the motion passed.

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Chairman Greve signed the contracts from Ramsey and Associates for the Police Officer Written Exam and the Lieutenants' Assessment. Secretary Phillips will turn these in to the Purchasing Office to open a Purchase Order.

NEW BUSINESS:

Fire Chief Ed Egut reported the need to hire 2 Firefighter/Paramedics.

Fireman Swasey will retire early in 2016. There are 2 spots that need to be filled.

After the Patrolmen's exam and Lieutenant's assessment are completed, scheduling of the Firefighter/Paramedic Exam will be arranged by Secretary Phillips. Candidates must take an outside physical that must be notarized.

The Chief will inform and make arrangements with Reception concerning the online application.

At the time of appointment, the paramedic license is required. He noted that attainment of the license is a very intensive procedure. The paramedic status is equal to an associate's degree. Part timers on probation make excellent candidates.

A new bonus point system was proposed and discussed.

Candidates eligible for bonus points must achieve a score of at least 70% on the exam. These bonus points will be added to the written examination scores.

Honorable Discharge from the military will earn 5 bonus points.

A 4 year degree from an accredited college or university will earn 5 bonus points.

Part timers on probation for the City of Brecksville for at least 2 years will earn 5 bonus points.

8 bonus points is the maximum amount allowed to be earned.

This proposal to amend the Civil Service Commission rules was put into a motion by Member Stiefvater. Chairman Greve seconded the motion.

A vote was called for and passed.

APPROVAL OF MINUTES: A motion was made by Chairman Greve, seconded by Member Stiefvater to approve the September 8, 2015 minutes. All members voted in favor of approving the minutes as written.

ADJOURNMENT Chairman Joseph A. Greve adjourned the meeting at 5:50 pm.

Minutes approved by:

Joseph Greve, Chairman

Minutes prepared by:
Cathie Phillips, Secretary