



CIVIL SERVICE COMMISSION MINUTES OF MARCH 15, 2023

The meeting of the Westlake Civil Service Commission was called to order by Chairman Kucler at 8:01 a.m.

Members Present: Dennis Kucler, Claudia Dillinger, Tim Sullivan
Also Present: Clerk of Commissions Nicolette Sackman, Assistant Law Director Robin Leasure, Police Chief Kevin Bielozer, Fire Chief Moran, Assistant Fire Chief Freeman and Mayor Clough

Approval of Minutes

Motion: Chairman Kucler moved, seconded by Mr. Sullivan to approve the 2/14/23 minutes.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Civil Service Rule change request

Discussion ensued on some proposed rule changes pertaining to certification requirements for firefighters and to add the Mayor to the rule to request a physical exam. It was advised that there is currently an ordinance before council to repeal all of the civil service appointment rules that are listed in the codified ordinances. Civil service can adopt their own rules and while they can be in conflict with the ORC, they cannot be in conflict of Westlake's codified ordinances. Ms. Leasure and Mayor Clough discussed the current ordinance before city council to remove items in the code so the commission can set their own rules. Draft rules were presented to the commission and if council adopts the proposed ordinance then the commission can proceed with changing the civil service rule. One change is to add the appointing authority (the Mayor) the ability to request a physical exam as part of the hiring process. Another rule change is to allow firefighter paramedic applicants for an entry exam to take the exam if they do not have their certifications. Certification would be required at the time of appointment. This would allow more candidate to take the exam and since the list is good for two years there is time for candidates to obtain certification.

Firefighter Lieutenant Promotional Exam

Members and Chief Moran discussed holding a fire lieutenant promotional exam. They discussed if a custom written exam was desired; testing companies; and number of candidates being able to move on to the assessment center. It was determined that the Fire Chief and commission would like to use the Ohio Fire Chiefs' Association and the written portion of the exam will not be a custom exam.

Motion: Ms. Dillinger moved, seconded by Mr. Sullivan to hold a Fire Lieutenant Promotional Exam with a passing score for the written exam to be set at 70%, the exam to be weighted at 40% written and 60% assessment, and all applicants passing the written exam may move on to the assessment center.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Police Sergeant Promotional Exam

Members of the commission and Chief Bielozer discussed having a custom written exam because the standard books used for the written exam do not pertain to the policies and procedures of the department. The last Sergeant promotion exam had a custom written portion that pertained to the departments policies and procedures. After the last exam candidates spoke favorably about the written exam as it was better than studying material that does not pertain to Westlake. Discussion ensued on testing companies to use; and the written portion will be customized; passing score and weights; a physical exam prior to the written exam

Motion: Mr. Kucler moved, seconded by Ms. Dillinger to remove Nicholas Ribich (request received by Officer Ribich) from the Police Sergeant Eligibility List.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

It was noted the list was now exhausted as there were no more candidates on the list.

Motion: Mr. Kucler moved, seconded by Mr. Sullivan to terminate the Police Sergeant Eligibility List.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Motion: Ms. Dillinger moved, seconded by Mr. Sullivan to conduct a Police Sergeant Promotional Exam with a physical exam to be conducted prior to the written exam; that applicants passing the physical exam will move on to the written exam; the passing score for the written exam to be set at 70%, the exam to be weighted at 50% written and 50% assessment.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Entry Level Firefighter / Paramedic Exam

Discussion ensued that there is the need to terminate the existing list and once there is a rule change pertaining to the required certification to take the exam, an entry level exam should be held. The Chief explained to the commission that the list has been exhausted for purposes of viable candidates. Further the rule change will allow for a larger pool of applicants to take the examination. Testing companies were discussed and the Fire Chiefs' Association was requested by Chief Moran to conduct the exam.

Motion: Mr. Sullivan moved, seconded by Ms. Dillinger to terminate the existing Entry Level Firefighter / Paramedic eligibility exam.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Motion: Ms. Dillinger moved, seconded by Mr. Sullivan to hold an Entry Level Firefighter / Paramedic Exam with the passing score set to be 70%.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Police Entry Eligibility List Removal of Names

Several waivers were received from applicants requesting their name be removed from the list.

Motion: Chairman Kucler moved, seconded by Mr. Sullivan to remove #3 Kyle Raulerson, #24 Yadiel Roman and #25 Matthew Dates from the Police Entry Eligibility List.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Miscellaneous - None

Meeting adjourned at 8:59 a.m.

Dennis Kucler

Chairman Dennis Kucler

Nicolette Sackman

Clerk of Commissions Nicolette Sackman, MMC

Approved: March 24, 2023