



**CIVIL SERVICE COMMISSION**  
**MINUTES OF MARCH 23, 2022** (*Public Hearing and Regular Meeting*)

**PUBLIC HEARING**

The public hearing of the Westlake Civil Service Commission was called to order by Chairman Kucler at 8:02 a.m.

Members Present: Dennis Kucler, Claudia Dillinger, Tim Sullivan  
Also Present: Asst. Law Director Robin Leasure, Clerk of Commissions Nicolette Sackman,  
Police Chief Bielozer, Assistant Fire Chief Freeman

The following rule change for revisions to the Lateral Hire Process was proposed:

***RULE IX. APPOINTMENT.***

***Section 2. METHODS OF ORIGINAL APPOINTMENT.***

(a) *Civil Service Examination Process* .....

(b) *Lateral Hire Process* .....

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(1) *Applicant must have previously been employed with an Ohio political subdivision as a full-time firefighter for a Westlake firefighter position or as a full-time police officer or Ohio State Trooper for a Westlake police officer position.*

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(3) *Applicants for the position of police officer shall meet the following additional pre- requisites at the time of application and appointment:*

A. *Applicant's current or previous employment shall have been the result of Civil Service examination process for police officer or Ohio State Trooper.*

B. *Applicant must be OPOTA or Ohio State Trooper certified.*

The commission reviewed the changes and there were no comments from the public.

The public hearing adjourned at 8:06 a.m.

**REGULAR MEETING**

The meeting of the Westlake Civil Service Commission was called to order by Chairman Kucler at 8:06 a.m.

Members Present: Dennis Kucler, Claudia Dillinger, Tim Sullivan  
Also Present: Asst. Law Director Robin Leasure, Clerk of Commissions Nicolette Sackman,

Police Chief Bielozer, Assistant Fire Chief Freeman

**Approval of Minutes**

Motion: Mr. Kucler moved, seconded by Ms. Dillinger to approve the 3/4/22 minutes.

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

**Discussion of rule amendment - Rule IX Appointment, Section 2 Methods of Original Appointment, Lateral Hire Process**

The commission had no further changes to the proposed rule change.

Motion: Mr. Kucler moved, seconded by Mr. Sullivan to approve:

***RULE IX. APPOINTMENT.***

***Section 2. METHODS OF ORIGINAL APPOINTMENT.***

*(c) Civil Service Examination Process .....*

*(d) Lateral Hire Process .....*

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*(1) Applicant must have previously been employed with an Ohio political subdivision as a full-time firefighter for a Westlake firefighter position or as a full-time police officer or Ohio State Trooper for a Westlake police officer position.*

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*(3) Applicants for the position of police officer shall meet the following additional pre- requisites at the time of application and appointment:*

*B. Applicant's current or previous employment shall have been the result of Civil Service examination process for police officer or Ohio State Trooper.*

*B. Applicant must be OPOTA or Ohio State Trooper certified.*

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

**Fire Entry Eligibility Waiver**

Motion: Mr. Kucler moved, seconded by Ms. Dillinger to remove #19 Brandon Emmert (waiver request received) from the fire entrance eligibility list.

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

**Patrolman Entrance Exam - Discussion re: National Testing Network exam results**

Chairman Kucler explained the examination was held Feb. 9, 2022 to March 9, 2022 and results were received from NTN. He reviewed the stats provided by the clerk showing the percentage of passing and failing scores as well as what average scores were received for the three portions of the exam (reading, writing, video). Ms. Sackman advised that she sent letters to the candidates whose applications were being rejected for missing items (valid driver's license, high school diploma/GED and completed Personal History Questionnaire). 26% of the candidates that passed the exam failed to submit required documentation by March 9th. She advised the numerous candidates contacted her disputing the deadline to have uploaded the required documents as many uploaded items after the 9<sup>th</sup>. She provided the commission the NTN notice of exam and the city's notice for the exam, which list the requirements so the commission could make a ruling.

Members of the commission discussed the notices and that part of application to take the exam is providing valid driver's license, high school diploma/GED and completed Personal History Questionnaire (PHQ). The notice states the deadline for the exam and lists requirements. The

requirements are not listed on the notice next to deadline for the taking the exam but further down on the notice. The commission after lengthy discussion ruled that submitting a complete application with the required documents is part of the exam/application process, which needed to be done by March 9<sup>th</sup>. This is no different than traditional exams in the past where the candidate came to city hall to submit an application. At that time the clerk would review the application and required documents. If everything was complete and provided the application would be accepted and the candidate could take the exam on the scheduled date. It was noted that 74% of the applicants that passed the exam followed the notice requirements and provided the documents and completed the PHQ.

Motion: Mr. Kucler moved, seconded by Mr. Sullivan to accept all applications from candidates that passed the exam and submitted a valid driver’s license, high school diploma/GED and completed Personal History Questionnaire by March 9, 2022.

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

**VIDEO DISCUSSION**

Chief Bielozer explained a select few members of the department would like to review the video as they had been told by candidates that also applied for lateral hires that some of the questions were subjective. They could then make recommendations to the commission for future tests such as possibly the weighting for the individual portions of the exam may want to be changed. The request was reasonable and the commission directed the clerk to make the necessary arrangements.

**Miscellaneous** - None

Meeting adjourned at 9:03 a.m.

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Chairman Dennis Kucler

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Clerk of Commissions Nicolette Sackman, MMC

Approved: April 11, 2022