



**CIVIL SERVICE COMMISSION  
MINUTES OF MARCH 24, 2023**

The meeting of the Westlake Civil Service Commission was called to order by Chairman Kucler at 8:10 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

**Approval of Minutes**

Motion: Chairman Kucler moved, seconded by Ms. Dillinger to approve the 3/15/23 minutes.

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

**Civil Service Rule change requests**

**RULE IX. APPOINTMENT - Section 2.1. CERTIFICATION REQUIREMENTS FOR FIREFIGHTERS**

It was reiterated this rule change will allow individuals without certification as a State of Ohio Level II Firefighter and a State of Ohio EMT-Paramedic to take an exam. Currently the certifications are required to take an exam. Applicants will have to have certification at the time of appointment. Making the rule change will hopefully bring in more applicants for exams.

Motion: Ms. Dillinger moved, seconded by Mr. Sullivan to approve the amendments to RULE IX. APPOINTMENT - Section 2.1. CERTIFICATION REQUIREMENTS FOR FIREFIGHTERS.

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

**RULE X. REINSTATEMENT, LEAVES OF ABSENCE, AND LAYOFFS – Section 7 PHYSICAL EXAMINATIONS**

It was reiterated the proposed rule change allows the Mayor to request a physical examination. Currently the way the rule is written only the chief can make that request. As the appointing authority the Mayor should also be able to make this request.

Motion: Ms. Dillinger moved, seconded by Mr. Sullivan to approve the amendments to RULE X. REINSTATEMENT, LEAVES OF ABSENCE, AND LAYOFFS – Section 7 PHYSICAL EXAMINATIONS.

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

**RULE V. APPLICATIONS, Section 6. EXAMINATIONS**

Ms. Leasure explained this rule change pertains to physical exams as the current rule so that a physical examination will be required for all original appointments as it currently is not in the rules that way. Currently it reads that the commission can determine it to be advisable. It was questioned if the rules should be amended to address promotional exams to require a physical exam. Discussion ensued that a physical exam is required for an entrance exam and Chief Bielozer preferred to not include the requirement for a physical exam for promotional exams to provide flexibility is needed. The chief can request the requirement when the commission is setting an exam. The change would also apply to the fire department and Chief Moran was also not in favor of that amendment. The rule change will not be further amended and will remain as originally amended. A public hearing will need to be scheduled but it can wait until the next time the commission needs to meet. Ms. Sackman reported on the scheduled dates for upcoming exams.

**Police Entry Eligibility List Removal of Names**

A waiver was received from #34 Jacob Waryu requesting his name be removed from the list.

Motion: Chairman Kucler moved, seconded by Mr. Sullivan to remove #34 Jacob Waryu from the Police Entry Eligibility List.

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

**Police Sergeant Promotional Exam**

Discussion ensued that two quotes were received to prepare a custom written exam for the Police Sergeant exam. The quotes were reviewed with one quote being substantially more than the other (approximately \$2,000 vs. \$7,000). Mr. Starver prepared the last custom test and is available to address any possible protests, while Standard & Associates charges an hourly rate. The commission determined to use Mr. Starver to prepare the written exam as there were no problems with his services for the last exam.

**Miscellaneous** - None

Meeting adjourned at 8:27 a.m.

Dennis Kucler  
Chairman Dennis Kucler

Nicolette Sackman  
Clerk of Commissions Nicolette Sackman, MMC

Approved: April 21, 2023