



**CIVIL SERVICE COMMISSION
MINUTES OF AUGUST 8, 2023**

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

Also Present: Clerk of Commissions Nicolette Sackman, Assistant Law Director Robin Leasure,
Fire Chief Moran, Firefighter Kelly, Police Chief Bielozer, Captain Vogel, Sargent
Lea

Approval of Minutes

Motion: Chairman Kucler moved, seconded by Ms. Dillinger to approve the minutes of July 6, 2023.

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

Fire Lieutenant Promotional Exam

Chairman Kucler and Ms. Dillinger advised they reviewed the scores so an eligibility list can be established.

Motion: Chairman Kucler moved, seconded by Ms. Dillinger to certify the Fire Lieutenant Eligibility List.

Roll Call: Ayes: Kucler, Dillinger; Nays: None, motion carried

Proposed Rule Changes

RULE IX. APPOINTMENT. Section 2. METHODS OF ORIGINAL APPOINTMENT

(e) ~~*If a firefighter or police officer is hired under this lateral hire process, at least the next two (2) hires shall be made from the Certified Civil Service Entry Level Eligibility List. (Amended 10-25-21; 3-23-22.)*~~ *Effective*
, 2023, the percentage of lateral entry level police officers or firefighters hired shall not exceed forty percent (40%) of the hires made from the applicable Civil Service Entry Level Eligibility List during the preceding rolling twelve (12) month period.

Members of the commission discussed changing the ratio of hires off an eligibility list and lateral hires. It was discussed if lateral hires should be no more that 40% of new hires with 60% made from the eligibility list within a rolling 12-month period. Options were discussed such as proposed, a different percentage, or a set number off the top 10 list. It was questioned if the previous 12-months should be part of the determination when/if the rule change is adopted. An effective date would establish when the rule would go into effect moving forward. Chief Bielozer advised that 12 officers have been hired over the last 12-months with three of the applicants from the eligibly list. There are many of the lateral hires that were on the eligibility list. He stated that recently there were 11 new hires with nine of those hires retained. The department is currently down seven officers and that number could increase. He explained due to the current hiring ratio off the list vs lateral, at times interested applicants will take jobs elsewhere while waiting for another lateral hire to be allowed. Allowing more lateral hires allows for more diversity as applicants outside of those on the list can be considered. Interested applicants can learn the department's policies and duty requirements prior to being hired as they are able to interact via ride alongs, for example, and other training recruitment performed by Westlake Officers.

It was discussed that in the event that an eligibility list is terminated or expired there should be language waiving the hire ration over a certain timeframe, such as 90 days, until a new test can be given. The commission expressed that there should be an eligibility list/entrance exam and not the ability for an unlimited number of lateral hires. Chief Bielozer informed the commission that if the current last 12-months of hires are looked at to determine how many laterals can be hired they will not be able to hire any. The current eligibility list may need to be terminated according to Chief Bielozer. The commission requested that the proposed rule change be amended to be 50/50% of laterals and eligibility list candidates and language that allows the rule to be automatically waived for 90 days after a list is terminated.

RULE IX. APPOINTMENT. Section 6. LIMITATION OF CERTIFICATION

After a person is certified from an eligible list ~~more than three~~ two times to the same appointing authority to the same or similar position, they may be omitted from future certification to such appointing authority provided that certification from temporary appointment shall not be counted as one of such certifications.

Chairman Kucler advised the proposed rule change allows for the ability to omit an applicant from a certification list after they have been certified twice. This will allow for more candidates being able to be interviewed and go through the screening process to determine if they should be hired.

RULE VII. RATING COMPETITORS. Section 3. ADDITIONAL CREDIT APPLICABLE TO PROMOTIONAL EXAMS.

In the event that the applicant for a promotion receives a passing grade on his or her complete examination, as of the date of the written examination, or assessment center if no separate written examination is provided for, he or she shall be entitled to an additional credit of no more than 5% of the total grade for seniority, and no more than 5% of the total grade for education which shall be determined in the following manner:

(a) *For each year of service in the City, the applicant shall receive .33% credit per year up to a maximum of 5%. Only service in the City of Westlake shall be considered in computing seniority.*

(b) *5% for completion of a bachelor's degree or 3% for completion of an associate's degree in criminal justice, business management, business administration or public management or related degree, for applicants taking the Police Chief's examination. 5% for completion of a bachelor's degree or 3% for completion of an associate's degree in fire science, business management, business administration, public management or related degree, for applicants taking the Fire Chief's examination.*

Ms. Leasure advised this rule change was to clarify at what time during an exam the years of service are used to calculate the extra credit.

Miscellaneous

Chief Bielozer noted that the commission may want to consider giving Westlake Part Time Officers extra credit when taking an entrance exam, as they are familiar with the inner workings of the department.

A public hearing will be set on September 6, 2023 for the proposed rule changes.

Meeting adjourned at 8:58 a.m.

Dennis Kucler
Chairman Dennis Kucler

Nicolette Sackman
Clerk of Commissions Nicolette Sackman, MMC

Approved: 9-20-23