

SOLON CIVIL SERVICE COMMISSION
November 24, 2015 - 5:05 p.m.

PRESENT: Commission Members Caplan, Doberstyn, Huml, Secretary Perry and Chief Shaw

APPROVAL OF MINUTES

Mr. Huml moved to approve the minutes of November 10, 2015. Mrs. Caplan seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried

PAYROLL RATE/CHANGE SHEETS

The Commission signed off on the available payroll rate/change sheets for this period. No action was taken by the Commission.

APPROVAL OF PAYROLL

Mr. Huml moved to approve the payroll of November 13, 2015 as presented by the Payroll Department. Mr. Doberstyn seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried

CORRESPONDENCE

Memo dated November 6, 2015 from Lt. Tonelli to Officer Rose regarding Departmental Charges.

E-mail dated November 11, 2015 from Chief Shaw to Secretary Perry requesting the Civil Service Commission schedule promotional examinations for Lieutenant and Battalion Chief according to the CBA.

E-Mail dated November 23, 2015 from Chief Viland to Secretary Perry requesting the Commission to advertise for the position of Corrections Officer.

Memo Dated November 23, 2015 from Lt. Tonelli to Ptl. Cervik regarding Departmental Charges.

Memo Dated November 23, 2015 from Chief Viland to Ptl. Cervik regarding Departmental Charges.

FIRE DEPARTMENT

Chief Shaw addressed the Commission regarding his e-mail to the Secretary requesting the Commission schedule promotional examinations for Lieutenant and Battalion Chief. He noted a new contract was signed and wanted to highlight the changes to the promotional process.

Article 13, Section F which governs when promotional exams should be given was changed to even years. The prior contract included a provision for odd years. A test was given earlier this year (odd) but it now requires a test be given next (even) year.

Additionally, there were limitations on the years of service to qualify to take the exams. With regards to Lieutenant, the Civil Service Rules say 48 months or three years after the one year probationary period. The CBA now calls for eight years or seven years after the one year probationary period. With regards to Battalion Chief, the Civil Service Rules say one year in the rank preceding Battalion Chief but there is no timeline as to how long you must be in the Department. The CBA says the member must be a non-probationary

Lieutenant and have completed ten years as a non-probationary firefighter in the Department which equals 11 years and six months.

With regards to the testing process itself, there was language included where the practical assessment counts for a minimum of 40% for Lieutenant and 50% for Battalion Chief. The written portion counts for the remainder, up to a total score of 100%.

The CBA also includes language stating after a candidate has attained a passing grade of 70%, the candidate shall have credits added to their score of one percent per year for all years the candidate has been eligible to serve in the acting capacity of the position tested for, up to a total of 10%. Chief Shaw said he reviewed all promotional exams and contracts back to 2004 to develop a list of the bonus percentage points per eligible candidate. The Union conducted a similar exercise to compare numbers. There were some discrepancies but they were flushed out and an agreement was reached between the Fire Department and the Union as to the specific bonus percentages points for each eligible candidate. The numbers were forwarded to the Secretary to be utilized in the current examinations. Mr. Huml asked that the Secretary make sure the changes were included in the Addendum to the Rules and Regulations for future examinations.

MISCELLANEOUS

Secretary Perry noted she scheduled their January meetings on Tuesday the 5th at 6:00 p.m. for a Correction Officers Examination and Tuesday the 26th at 6:00 p.m. for the Fire Promotional Examinations. Both meetings will be held at Grantwood.

The Commission also agreed that the meeting scheduled for December 22nd would only be held if there is a need.

There being no further business to conduct, Mr. Doberstyn moved to adjourn the meeting at 5:30 p.m. Mrs. Caplan seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried
