

OLON CIVIL SERVICE COMMISSION SPECIAL MEETING
February 22, 2018 – 4:30 p.m.

ROLL CALL

Present: Commission Members Caplan and Huml

Guests: James Nix, Chief Shaw and Kim Perry

FIRE PROMOTIONAL WRITTEN ASSESSMENT:

Action to be taken on correspondence received from James Nix and Chief Shaw.

All commission members have been fully aware of all communications through the scheduling process to date; all correspondence was relayed to the commission by the Civil Service secretary.

Civil Service secretary was informed that all correspondence should be a matter of public record.

Commission Member Huml stated that the commission members were fully aware of the issues the secretary had with the vendor for the written portion of the test.

Commission Member Huml asked James Nix if he had anything additional concerns in regards to his correspondence. James Nix stated that this was no way intended as an attack on anyone involved but it is a topic that has been an issue and mentioned past negotiations. James stated that the issue was something that was observed and pointed out to the commission. James stated that with the time frame issues some members thought that there would not be a written portion of the test. The members were not privy to communications between Tom Green and Chief Shaw.

James Nix wanted to point this out so that everything would be above board and to the letter.

James Nix stated the option of collective bargaining agreement allows only the assessment or the written while civil service rules and regulations stipulate both forms of testing. Mr. Nix suggested this assessment only testing option as a suggestion due to the timing constraint.

Commission Member Huml asked if this had been discussed with union president Tom Green Mr. Nix confirmed they had spoken regarding the matter.

Leah Caplan did not have any questions regarding the issue due to the fact the correspondence was updated to all commission members.

Commission Member Huml stated the following questions to Chief Shaw:

1. In term of those signed up to take the test was everyone notified in one or more ways with the testing details?

A: Chief Shaw replied all department members regardless of eligibility were contacted in three different ways. Chief Shaw confirmed that everyone had notice in regards to testing.

Commission Member Caplan asked Chief Shaw if the only portion that was late was the timing of the written test and that was only 24 hours behind. Chief Shaw confirmed and stated that once the time was confirmed all members were contacted.

Maryann Kennedy was informed of all information while on vacation. She reviewed all the documentation and provided her opinion directly to Mr. Huml via phone call. Commission Member Huml asked Chief Shaw if there had been discussion with the union president regarding notification of testing. Chief Shaw affirmed it had been discussed prior to the union president going out of town. There was agreement on notification of the entire department regardless of eligibility in the three ways discussed email, text and phone call.

Kim Perry stated that not only was the vendor contacted by email but the company was contacted and the time issue was solved as soon as possible. The commission had both the former and current secretaries working on the scheduling.

Commission members did not discuss any content in detail before meeting with the exception of Maryann Kennedy who is absent; therefore all discussion will be documented within the special meeting.

Motion discussed by Commission Members: Commission Member Huml feels based on the information provided not only in writing but in terms of present table discussion that we move forward to administer both the written and assessment portion of promotional testing as defined in civil service rules in spite of small delay in timing. Commission Member Caplan mentioned that information was given in many formats and sees no harm done and a good faith effort to comply and believes more harm done to promotional testing process by not moving forward with testing.

Motion by Commission Member Huml to move forward with the written portion of promotional testing second by Commission Member Caplan

Roll Call:	Aye:	Caplan and Huml	
	Nay:	None	The Motion Carried

ADJOURNMENT

There being no further business to conduct, Chairman Huml moved to adjourn the meeting at 4:52 P.M. Commission Member Caplan seconded the motion.

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

Prepared and Submitted by _____
Sheila M. Rodgers, Secretary