

SOLON CIVIL SERVICE COMMISSION
September 10, 2013 – 7:07 p.m.

PRESENT: Commission Members Caplan, Doberstyn and Huml, Human Resources Director Cornhoff and Secretary Perry

APPROVAL OF MINUTES AND PAYROLL

Mr. Huml moved to approve the minutes of August 22, 2013 as presented by Secretary Perry. Mrs. Caplan seconded the motion.

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

Mr. Doberstyn moved to approve the Payroll for the period ending August 23, 2013 as presented by the Payroll Department. Mr. Huml seconded the motion.

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

Mr. Huml moved to approve the Payroll for the period ending September 6, 2013 as presented by the Payroll Department. Mrs. Caplan seconded the motion.

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

REVIEW OF PAYROLL CHANGE/RATE SHEETS

The Commission reviewed and signed the available Payroll Change/Rate Sheets. No action was taken by the Commission.

CORRESPONDENCE

Memo dated August 22, 2013 to Dispatcher Scott from Chief Viland regarding Departmental Charges. No action was taken by the Commission.

Memo dated August 22, 2013 to Auxiliary Captain Michael Freiberg from Chief Viland regarding Departmental Charges. No action was taken by the Commission.

Memo dated August 26, 2013 from Chief Viland to the Civil Service Commission requesting the removal of Candidate #14 from the current eligibility list and requesting the release of the next qualified candidate for review. Mr. Huml moved to remove Candidate #14 as requested by Chief Viland and release the name of the next qualified candidate. Mr. Doberstyn seconded the motion.

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

RULES AND REGULATIONS REVIEW

Director Cornhoff prepared the specifications to submit to Clemans, Nelson and Associates, Inc. describing what is needed to update the Rules and Regulations. Further recommendations were made that will be incorporated into the final draft for review at the September 24th meeting.

ENGINEERING DEPARTMENT

Director Cornhoff announced Ryan Maver has resigned his position in the Engineering Department effective September 20, 2013. Director Cornhoff asked for approval to post the position of Engineering Department Project Engineer which he will be vacating. Mr. Huml moved to approve the posting of the position of Engineering Department Project Engineer. Mrs. Caplan seconded the motion.

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

FIRE DEPARTMENT

A memo was received from Todd D. Cipollo of Law Director Lobe’s office regarding ORC §124.42, Firefighter Qualifications – original appointment. This item remains pending for further clarification regarding original appointment.

POLICE DEPARTMENT

Secretary Perry noted several of the candidates taking the Lieutenants promotional examination have requested the question percentages for the study materials. Ms. Perry was requesting permission to supply that information to the applicants although the candidates taking the Sergeants examination had not been given the information. Approval was given to provide the candidates the information. The Commission suggested that with future examinations, the information be provided whether or not the candidates request the information.

ADJOURNMENT

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 7:57 p.m. Mr. Doberstyn seconded the motion.

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