



# CITY OF FAIRVIEW PARK

20777 Lorain Road  
Fairview Park, Ohio 44126-2018

— *Established in 1910* —

Eileen Ann Patton  
Mayor

Civil Service Commission  
Gregory Kowalski, Chairman  
Richard Dunson, Commissioner  
Peter Evanko, Commissioner  
Matthew Hrubey, Secretary

## MINUTES

### FAIRVIEW PARK CIVIL SERVICE COMMISSION Fairview Park City Hall, 20777 Lorain Road Tuesday, April 14, 2015

#### **Call to Order & Roll Call**

The meeting was called to order by Chairman Kowalski at 7:11 pm.

Members present included Chairman Gregory Kowalski, Commissioner Peter Evanko, Commissioner Richard Dunson, and Secretary Matthew Hrubey. Police Chief Erich Upperman was also present.

#### **Election of Chairman**

Dunson nominated Kowalski to serve as Chairman for the 2015 calendar year. The nomination was seconded by Evanko and unanimously approved.

#### **Approval of Past Meeting Minutes**

Dunson motioned to accept the minutes for the Commission meeting on November 24, 2014, without revision. Evanko seconded the motion and it was approved unanimously.

#### **Business to Discuss**

A lengthy discussion took place regarding the civil service needs of the Police Department in 2015. The current entry-level eligibility list for the Police Department was reviewed. Upperman explained he was planning, with Mayor Eileen Patton's approval, to hire one final patrolman off the eligibility list. He then expressed his desire for the Commission to vacate the eligibility list and, per Rule V, Section 2 of the City of Fairview Park's civil service rules, explained how vacation would be in the public interest. The Commission agreed to vacate the eligibility list in the future after the final hire had been made.

Discussion then turned to the need for a police entrance examination and a new eligibility list. Kowalski directed Hrubey to set a date for the examination in mid-June. The Commission agreed to retain the services of Clancy & Associates for this entrance examination. The Commission also agreed the advertisement of the police entrance examination needed to be more widely

dispersed than normal so as to grow the pool of potential candidates. Hrubey agreed to prepare a list of places to advertise and review it with the Commissioners.

Conversation shifted to promotional testing for the Police Department. The topic of adding an assessment center component was considered, though it was understood by all this would require a change to the Police Department's collective bargaining agreement. The Commission supports integrating an assessment center into its examinations should the opportunity present itself.

Upperman reviewed the upcoming retirements in the Police Department and how the current eligibility lists for sergeant and lieutenant would factor in. A new police lieutenant exam will be needed around September 1. A number of possible testing companies were discussed. The group seemed to favor Ramsey & Associates out of Akron, Ohio. Hrubey was directed to set up a special meeting in early June so the Commissioners could meet with representatives of Ramsey & Associates.

Hrubey reported that Fire Chief Tony Raffin had requested a fire entrance exam in early 2016. The current entry-level eligibility list for the Fire Department expires January 20, 2016. Raffin is expecting a retirement in the Fire Department and will need an active eligibility list so he may hire.

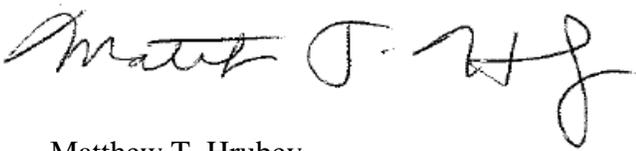
### **Adjournment**

Dunson motioned to adjourn the meeting. Evanko seconded the motion and it was approved unanimously. The meeting was adjourned at 8:29 p.m.

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Minutes approved: **July 6, 2015**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew T. Hrubey". The signature is written in a cursive, flowing style.

Matthew T. Hrubey  
Secretary