



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, February 9, 2016

Call to Order & Roll Call

The meeting was called to order by Chairman Kowalski at 7:07 pm.

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

Election of Chairman for Calendar Year 2016

Dunson nominated Kowalski to continue as Chairman during 2016. Evanko seconded and the motion passed.

Review and Approve: Past Meeting Minutes

Dunson motioned to accept the minutes for the Civil Service Commission meeting on November 21, 2015 without revision. Evanko seconded the motion and it was approved.

Discussion: Police Promotional Testing Needs

We have an expired Police Sergeant exam and a lieutenant retirement anticipated in the summer of 2016. We have an active lieutenant list. Upperman requesting to have the promotional exam offered sometime between March and May. This would give candidates a longer opportunity to study. It will also help with scheduling during July and having to staff appropriately for Summerfest and the RNC Convention in Downtown Cleveland. Upperman is currently working with Ramsey and Associates to select reference materials for the exam. Hrubey was directed to reach out to Pam Ramsey and select a date with a target date during the first week of April.

Miscellaneous

Upperman reported that Clancy and Associates retired. Although not relevant at this time, the Commission will need to select a new company capable of offering police entrance exams. He handed out information for two possible testing companies. A discussion followed about what assortment of qualities produce the best police officer.

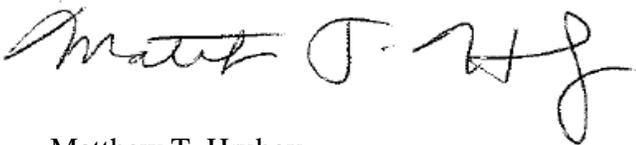
Hrubey reported that he submitted an annual report to the Ohio State Personnel Board of Review as required by Ohio Revised Code §124.40 (Attachment 1). He also reported that civil service documents will be destroyed in May in compliance with the City of Fairview Park's state-approved Schedule of Records Retention and Disposal.

Adjournment

Dunson motioned to adjourn. Evanko second and the motion passed. The meeting was adjourned at 7:55 pm.

Minutes approved: **May 2, 2016**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew T. Hrubey". The signature is written in a cursive style with a large, stylized "H" and "r".

Matthew T. Hrubey
Secretary



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February 5, 2016

Terry L. Casey, Chairman
State Personnel Board of Review
65 East State Street, 12th Floor
Columbus, Ohio 43215-4213

**RE: Report of Activities for Calendar Year 2015
Fairview Park Civil Service Commission**

Dear Mr. Casey,

Pursuant to Ohio Revised Code §124.40, please find enclosed the Report of Activities for Calendar Year 2015 for the Civil Service Commission from the City of Fairview Park, Ohio.

This Commission was not faced with any significant problems during calendar year 2015. Three civil service examinations – two entrance and one promotional – were administered to meet the demand for candidates prompted by retirements within Fairview Park's public safety departments. View the enclosed documents for further details.

I hope this report fulfills your requirements. If there are any additions or corrections to be made, please contact me at (440) 356-4499 or matthew.hrubey@fairviewpark.org.

Respectfully,

A handwritten signature in black ink, appearing to read "Matthew T. Hrubey", is written over the typed name.

Matthew T. Hrubey
Secretary
Fairview Park Civil Service Commission

Enclosure

Report of Activities for Calendar Year 2015

MUNICIPAL CIVIL SERVICE

CITY OF FAIRVIEW PARK, OHIO

Present Population: 16,771 Name of Mayor: Eileen Patton

1. CIVIL SERVICE COMMISSION

Date originally organized: 11/04/1958

Present Members	Name	Term Expires
Chairman	Gregory Kowalski	12/2017
Member	Richard Dunson	12/2017
Member	Peter Evanko	12/2016

Secretary: Matthew Hrubey - matthew.hrubey@fairviewpark.org

Commission Mailing Address: 20777 Lorain Road, Fairview Park, OH 44126

Telephone Number: (440) 356-4499 Fax Number: (440) 356-4302

2. FISCAL OPERATIONS

Appropriations received from City: \$11,292.98

Appropriations received from School Board: \$0.00

Expenditures for Calendar Year: \$10,260.32

3. NUMBER OF POSITIONS

Types of Positions	Classified	Classified & Provisional	Unclassified	Total
In Municipal Service	8	0	0	8.0
In Health District Service	0	0	0	0
In School Service	0	0	0	0

4. NUMBER OF EXAMINATIONS ADMINISTERED

	# of Exams	Applications Filed	Applications Rejected	Did Not Appear	Failed	Passed
Entrance	2	200	0	13	56	131
Promotional	1	2	0	0	0	2

Please attach a separate listing of classifications for which examinations were given

**City of Fairview Park
2015 Civil Service Examinations Administered**

1) Police Entrance Exam – June 11, 2015

<i>No. of Exams</i>	<i>Applications Filed</i>	<i>Applications Rejected</i>	<i>Did Not Show</i>	<i>Failed</i>	<i>Passed</i>
1	137	0	9	46	82

2) Police Lieutenant Promotional Exam – September 3, 2015

<i>No. of Exams</i>	<i>Applications Filed</i>	<i>Applications Rejected</i>	<i>Did Not Show</i>	<i>Failed</i>	<i>Passed</i>
1	2	0	0	0	2

3) Fire Entrance Exam – November 14, 2015

<i>No. of Exams</i>	<i>Applications Filed</i>	<i>Applications Rejected</i>	<i>Did Not Show</i>	<i>Failed</i>	<i>Passed</i>
1	63	0	4	10	49

5. NUMBER OF CERTIFICATIONS AND APPOINTMENTS

Applicants appearing on Certified Lists:	94
Appointments from Certified Eligible Lists:	10
Total Appointments:	10

6. NUMBER OF TERMINATIONS

Resignations	Retirements	Removals	Disability Separations
1	5	0	0

7. NUMBER OF APPEALS HEARD

Removals	Suspensions	Layoffs	Classifications	Investigations
0	0	0	0	0

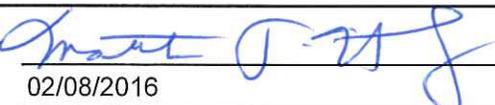
Please attach separate documents showing disposition of appeals heard, including all cases appealed to court.

8. NUMBER OF COURT DECISIONS ISSUED

Number of Court Decisions issued during year on civil service matters in which municipality or municipal employee was a party: 0
Please attach copies of court decisions

9. NUMBER OF ATTORNEY OPINIONS ISSUED

Number of attorney opinions or opinions of special counsel issued during year on civil service matters: 0

Signature of Chairman or Secretary: 
Date: 02/08/2016

Retain a copy of your completed form for your records.

**PLEASE ATTACH A COPY OF YOUR ANNUAL REPORT, IF AVAILABLE,
AND A CURRENT COPY OF YOUR
MUNICIPAL CIVIL SERVICE RULES, IF THEY HAVE BEEN AMENDED
SINCE YOUR LAST FILING**

Return your completed form to:

State Personnel Board of Review
65 East State Street, 12th Floor
Columbus, OH 43215
614-466-7046 / FAX 614-466-6539

If you have any questions regarding completion of this Report of Activities form please contact SPBR for assistance