



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

Wednesday, December 20, 2017

Call to Order & Roll Call

The meeting was called to order by Chairman Kowalski at 5:37 pm.

Members present included Chairman Gregory Kowalski, Commissioner Peter Evanko, and Secretary Matthew Hrubey.

Review and Approve: Past Meeting Minutes – August 1, 2017

Evanko motioned to accept the minutes for the Civil Service Commission meeting on August 1, 2017, without revision. Kowalski seconded the motion and it was approved unanimously.

Review and Certification: Fire Entrance Examination Results – December 6, 2017

Kowalski and Evanko discussed the examination results as presented by Hrubey. A few questions were asked and answered with regard to publicity of the examination and test outcomes. Evanko motioned to certify the results of the fire entrance examination administered on December 6, 2017. Kowalski seconded and the motion passed unanimously. Kowalski directed Hrubey to notify the candidates of the results and prepare an eligibility list for Mayor Patton and Fire Chief Tony Raffin. Hrubey reported that he informed candidates at the examination that he will be communicating with them via email exclusively. This is not the procedure used during previous test cycles, but it is more convenient for all parties and will save on printing and mailing costs. Kowalski and Evanko expressed no problem with this change.

Miscellaneous

Hrubey reported that, in line with the Civil Service Commission's records retention schedule, he submitted an RC-3 to the city's Records Commission for the destruction of files associated with the civil service examinations administered in 2013 and 2014.

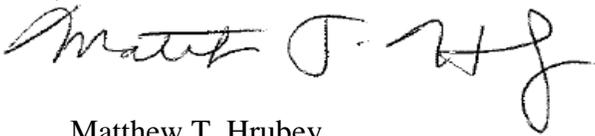
Hrubey also reported that he informed Mayor Patton that Kowalski and Commissioner Richard Dunson's current terms on the Commission expire as of December 31, 2017.

Adjournment

Evanko motioned to adjourn. Kowalski seconded and the motion was approved. The meeting was adjourned at 5:56 pm.

Minutes approved: **February 13, 2018**

Respectfully submitted,

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

Matthew T. Hrubey
Secretary