



**CIVIL SERVICE COMMISSION  
MINUTES OF FEBRUARY 7, 2020**

The meeting of the Westlake Civil Service Commission was called to order by Chairman Kucler at 9:00 a.m.

Members Present: Dennis Kucler and Timothy Sullivan (*Note: there is a vacancy and no third member*)

Also Present: Clerk of Commissions Nicolette Sackman and Assistant Law Director Robin Leasure.

**Approval of Minutes**

Mr. Kucler moved, seconded by Mr. Sullivan to approve the minutes of 1-14-2020.

Roll call: Ayes: Kucler, Sullivan; Nays: None, motion passed

**Police Entrance Exam**

Review additional military documentation

Chairman Kucler advised that at the last meeting the commission reviewed military credit and one of the candidates, Mr. Sheridan, provided other documentation in lieu of a DD214, which is permitted. The commission reviewed his documentation at the last meeting and it was determined that 180 days of active military service was not listed on the other documentation and therefore the 5% extra credit was denied. Ms. Sackman reported she did speak to the applicant during the testing period and he explained that he had just reenlisted in the reserves and did not have a DD214, which is why he provided other documentation showing he was in the military.

After the last meeting Ms. Sackman sent Mr. Sheridan a letter that his extra credit was denied because it did not show his active military service. The following day Mr. Sheridan emailed her a copy of his DD214 with no explanation in his email. The commission reviewed the DD214, which shows he has at least 180 days of active military service. Since the other documentation was originally submitted within the timeframe to do so, it was determined, after discussion, that the DD214 was considered clarification and he would be eligible for the 5% extra credit.

**Motion:** Mr. Sullivan moved, seconded Mr. Kucler to accept Thomas Sheridan's DD214 as clarification to the original documentation submitted.

Roll call: Ayes: Kucler, Sullivan; Nays: None, motion passed

There were two other candidates that submitted DD214s within the required timeframe but their extra credit was not applied to their final score and should have been. This was an error and the list has been revised showing their extra credit (and Mr. Sheridan's) and the revised final rankings.

**Motion:** Mr. Kucler moved, seconded Mr. Sullivan to recertify the Police Entrance eligibility list with the changes as reviewed.

Roll call: Ayes: Kucler, Sullivan; Nays: None, motion passed

The commission reviewed the overall process involving the National Testing Network. If used in the future, the commission would be aware of items that would need to be addressed in the advertisement as well as what needs to be done during the testing process.

Request to schedule a Police Lieutenant promotional exam

Chairman Kucler reported that Mayor Clough submitted a request to schedule a police promotional exam for the position of lieutenant. It was discussed that requests for quotes are not required, per the purchasing director, as it is considered the hiring of professional services. Chief Bielozer requested that the Ohio Association of Chiefs of Police are used for the promotional test. Discussion ensued at the lieutenant level of testing, traditionally there is only an assessment center and no written portion of the exam. Chief Bielozer reported at this time that there would be two positions open during the timeframe for the eligibility list.

**Motion:** Mr. Kucler moved, seconded Mr. Sullivan to schedule a lieutenant’s promotional exam with the Ohio Association of Chiefs of Police and that the test be 100% an assessment center and there will be no written portion.

Roll call: Ayes: Kucler, Sullivan; Nays: None, motion passed

Removal of name off Fire Entrance Eligibility

Chairman Kucler reported that James Yager, ranked #5, on the fire entrance eligibility list, requested to be removed from the list as he was no longer interested.

**Motion:** Mr. Kucler moved, seconded Mr. Sullivan to remove James Yager from the fire entrance eligibility list.

Roll call: Ayes: Kucler, Sullivan; Nays: None, motion passed

Miscellaneous

It was noted that election of officers will be placed on the next agenda as a third member has been appointed to the commission.

Chief Bielozer wished to note that in the future a physical fitness test will be incorporated into promotional exams and members of the police department will be advised of this (not for the lieutenant exam as notice has not been given for the new requirement). Ms. Leasure advised that the civil service rules do permit this.

Adjournment

Meeting adjourned at 9:21 am

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Chairman Dennis Kucler

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Clerk of Commissions, Nicolette Sackman

Approved: \_\_\_\_\_