



**CIVIL SERVICE COMMISSION
MINUTES OF JULY 8, 2021**

The meeting of the Westlake Civil Service Commission was called to order by Chairman Kucler at 8:15 a.m.

Members Present: Dennis Kucler, and Claudia Dillinger

Absent: Timothy Sullivan

Also Present: Assistant Law Director Robin Leasure, Police Chief Bielozer, Clerk of Commissions Nicolette Sackman

Police Officer Eligibility List Removal of Names:

Chairman Kucler explained numerous candidates requested to be removed from the eligibility list and submitted waivers.

Motion: Mr. Kucler moved, seconded by Ms. Dillinger to remove: #27 Brandon Strinka, #29 Bridget Matt, #30 Nicholas Cates and #32 Daniel Waters from the police office eligibility list.

Roll Call: Ayes: Kucler, Dillinger; Nays: None, motion passed

Chairman Kucler advised Chief Bielozer requested the removal of #31 Matthew Kreider and # 33 Dailson Rote from the eligibility list. It was discussed that both candidates failed to respond to the police department for their scheduled interview or to reschedule it. Notification of this meeting was sent to Mr. Kreider and Mr. Rote via mail and email.

Rule VIII Eligibility Lists: Section 5. DISQUALIFICATION OF ELIGIBLES.

*If at any time after the creation of an eligibility list, the Commission has reason to believe that any person whose name appears on any list is disqualified for appointment because of false statement made in his application, failure to provide all information as required, physical disability, or **for other comparable reasons**, such person shall be notified and given an opportunity to be heard. If such person fails to appear for a hearing, or upon being heard, fails to satisfy the Commission, his name shall be removed from such eligibility list.*

Rule VIII Eligibility Lists: Section 4. Names Not To Be Certified

The name of any person appearing on an eligibility list shall not be certified for appointment if he/she:

- (a) Fails to report for an interview at the request of the Police or Fire Chief or the appointing authority, or if unable for good cause to attend such an interview, fails to arrange for an interview to take place within six days (Sundays and holidays excluded) from the date of the originally scheduled interview.*
- (b) Fails to respond to a notice from the Civil Service Commission.*
- (c) Declines an appointment without reason satisfactory to the Civil Service Commission.*
- (d) He cannot be located by the postal authorities.*
- (e) He does not pass to the satisfaction of the Civil Service Commission:
 - (1) A physical examination given by a doctor selected by the appointing authority.*
 - (2) And when required, a psychological examination conducted by an approved professional as appointed.**

The eligible person shall be notified to this effect unless his whereabouts are unknown. His name may again be certified from the eligibility list only after a thoroughly satisfactory explanation of the circumstances is made to the Commission.

Motion: Mr. Kucler moved, seconded by Ms. Dillinger to remove #31 Matthew Kreider and # 33 Dailson Rote based on *Rule VIII Eligibility Lists: Section 5. Disqualification of Eligibles* and *Rule VIII Eligibility Lists: Section 4. Names Not To Be Certified*,
Roll Call: Ayes: Kucler, Dillinger; Nays: None, motion passed

Police Sergeant Promotional Test

Discussion ensued regarding a request for an upcoming sergeant promotional test. Chief Bielozer provided the commission with a potential testing source for the written portion of the exam. He would like to have the written portion of the exam to include more relevant questions that pertain to Westlake rather than a standardized written test. At times the books available for the written exam do not relate to the city and the officers' job duties. The commission discussed using Retired Chief Sarver's services for a written exam and agreed that a written test that is customized for Westlake was preferred to a standardized test. The Ohio Association of Chiefs of Police would be utilized for the assessment center portion of the exam. Also discussed was the weight, passing score and number of candidates to move on to the assessment center. A one day assessment center will be held and Clerk Sackman will check with the Chief's Association on the number of candidates that can be assessed in one day.

Motion: Mr. Kucler moved, seconded by Ms. Dillinger to set the weight of the sergeant promotional exam at 50% written and 50% assessment center, the passing score of the written exam at 70% and the number of candidates to move onto the assessment center will not exceed the number of candidates that can be assessed in one day.

Roll Call: Ayes: Kucler, Dillinger; Nays: None, motion passed

Discussion ensued regarding Chief Bielozer's request for there to be a fitness of duty test as part of the promotional exam. He explained the civil service rules were amended in 2019 to allow this and officers have been informed of fitness of duty tests. The test would be conducted by an outside department and he noted the department has been conducting fitness of duty tests within the department based upon the Westlake standards. The commission discussed when to hold the fitness of duty test during the testing process with it being determined that it should be the first step and officers that pass will move on to the written portion.

Motion: Mr. Kucler moved, seconded by Ms. Dillinger that candidates for the sergeant promotional exam shall pass the fitness of duty test in order to move on to the written test.

Roll Call: Ayes: Kucler, Dillinger; Nays: None, motion passed

Approval of minutes:

Motion: Ms. Dillinger moved, seconded by Mr. Kucler to approve the minutes of 4/8/21, 4/22/21, 5/6/21, and 5/27/21.

Roll Call: Ayes: Kucler, Dillinger; Nays: None, motion passed

Adjournment

Meeting Adjourned at 9:05 a.m.

Chairman Dennis Kucler

Clerk of Commissions, Nicolette Sackman

Approved: _____