



## MINUTES OF THE SPECIAL CIVIL SERVICE COMMISSION MEETING

October 10, 2023

Members Present: Tim Fenwick, Chair  
Kyle Herman, Vice-Chair  
Gary Spring

Members Absent: None

Also Present: Jeffrey Film, Police Chief  
Bryan Snavelly, Police Captain  
Mark Stone, Fire Chief  
Jennifer Sinatra, Director of Human Resources  
Debra Bennington, Civil Service Clerk

### I. CALL TO ORDER

Mr. Fenwick called the special Civil Service Commission meeting of October 10, 2023 to order at 8:00 a.m. and Ms. Bennington called the roll.

### II. APPROVAL OF MINUTES

#### Motion:

Mr. Fenwick moved and Mr. Herman seconded to approve the minutes of August 22, 2023 as submitted.

Yes, Votes: Fenwick, Herman, Spring  
No Votes: None. The motion carried.

### III. NEW BUSINESS

#### A. CERTIFY ELIGIBILITY LIST – POLICE OFFICER

Mr. Fenwick stated the Lateral Transfer List needed terminated prior to certifying the Eligibility List.

#### Motion:

Mr. Herman moved and Mr. Spring seconded to terminate the Lateral Transfer List.

Yes Votes: Fenwick, Herman, Spring  
No Votes: None. The motion carried.

Motion:

Mr. Fenwick moved and Mr. Herman seconded to certify the Eligibility List dated 10/2/2023 for the written exam conducted August 13-September 6, 2023 and the physical agility September 13-26, 2023.

Yes Votes: Fenwick, Herman, Spring

No Votes: None. The motion carried.

Captain Snavely stated he was initially encouraged by the number of candidates applying, but as in years past the numbers whittled down quickly. More people applied this year than in the past; however, it is fruitless if they are not viable candidates and do not make it through the process and onto the eligibility list. We lost many candidates who did not complete both steps of the process, and from the physical fitness testing. No one on the list is a current officer, and only a few people are in the academy. One person is academy certified, but they have already become unresponsive through the process.

Mr. Spring asked how the department is looking ahead – did they anticipate another test would be necessary in six months. Chief Film replied we have never tested two times in one year, but we have tested annually quite a few times. Two officers are retiring at the beginning of 2024 and we are hopeful to get two good candidates from this list. We may have to send someone to the academy, and if that happens, that person will not be on the road until summer or on their own until fall. It is a long process.

Mr. Spring asked if other communities in the area were doing hiring bonuses. Chief Film replied it is becoming popular in Cuyahoga County and around the Columbus area and might be something we look to in the future. Only eight candidates applied for lateral transfer due to us having three fixed 8-hour shifts. Many departments have 12-hour shifts, which allows officers to have off every other weekend. We currently are in the beginning stages of negotiations with the police union to see if we can go that route.

Captain Snavely stated he has seen other communities run a civil service list and a lateral transfer list at the same time where laterals continuously apply. Chief Film stated we would need to change our rules to do this since we can only do lateral transfers when there is not a current eligibility list in place. It is an option we may want to consider in the future.

Mr. Herman asked if we would have the option of reopening the lateral transfer list if none of these candidates work out for the two openings coming up; Chief Film replied yes.

Mr. Fenwick thought this was an area wide issue and that the department should continue to try to come up with ideas and monitor what other communities are doing.

Mr. Spring asked what the full staffing level was for officers; Chief Film replied forty-four.

B. PROMOTIONAL EXAMINATION – POLICE SERGEANT

Chief Film requested going out for bid for testing in January or February 2024. One sergeant will be retiring in February and one in March 2024. A current eligibility list is in place with two excellent candidates; however, one candidate is a K-9 officer who has elected not to take a promotion if offered. After the first promotion in December 2023 or January 2024, depending on the actual retirement date, we will need a promotional process.

Motion:

Mr. Fenwick moved and Mr. Spring seconded to authorize sending out request for proposals.

Yes Votes: Fenwick, Herman, Spring  
No Votes: None. The motion carried.

IV. NEXT MEETING

The November 7, 2023 regular meeting was rescheduled to November 21, 2023.

V. ADJOURNMENT

The meeting adjourned at 8:13 a.m.

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Tim Fenwick  
Chair, Civil Service Commission

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Debra Bennington  
Civil Service Clerk

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