

**GREEN CIVIL SERVICE COMMISSION
MEETING MINUTES
JANUARY 10, 2018**

Mr. Bob Calderone called the meeting to order at 6:05pm and noted Ms. Kimberly Baer and Mr. Jerry Alessia were present. Also present was Pamela Serina and Melinda Svenson from Human Resources.

MINUTES

Commission reviewed the November 21, 2017 meeting minutes. Mrs. Baer motioned to approve the minutes and Mr. Calderone seconded the motion.

CORRESPONDENCE

- The Commission reviewed the expense report ending December 31, 2017 noting nothing had changed from the previous month's report.
- Pam drew a diagram for the commission, highlighting the current needs in the Service Department for a new Service Supervisor. Pam explained that the previous Service Supervisor who was promoted, Dave Perrine, was originally promoted to handle both Highway and Storm Water. Pam also noted Jerry Britton was also still supervising the Parks & Recreation employees. Since Dave's promotion occurred, a third Supervisor position was added to the allocated budget for Service, allowing Storm Water to be carved out by itself from Highway. Pam explained to the Commission that the city would like to offer the current Service Supervisors which division they want to be responsible for and allow them the option of selecting this prior to filling the third supervisor spot. Pam stated Dave has asked to be over Storm Water and Jerry has asked to be transferred to Highway. Pam wanted to clarify with the Commission that they were ok with the employees making lateral moves without additional paperwork. Mrs. Baer clarified the supervisor position are all paid the same regardless of the division. The Commission agreed the city can place the employees where they want and promote the third candidate where the need existed. Commission members restated that the position of Service Supervisor is not specified by the job description and the city has the discretion to place the employee in any of the Service divisions once promoted. Pam then presented the staffing requisitions to the Commission for the Service Department to recertify names from the eligibility lists for Service Supervisor and Service Worker II. Positions for both will be filled from the current eligibility lists. Pam asked Commission to once again extend the Service Worker II eligibility list for four additional months past the original extension. Commission agreed to the extension. Pam also had commission sign a SWIII requisition showing the position is open and will be posted. Commission signed noting no action needed. (Position will be posted and bid on by union members.)
- Pam presented two Fire staffing requisitions to the Commission noting that Captain Randy Raines will most likely be retiring in 2018. Staffing requisitions presented were to test and create eligibility lists for the positions of Captain and Lieutenant. Mrs. Baer

reminded Pam to look at test dates and make sure there are no potential candidates who would be eliminated from being eligible to take the test by a few weeks or months based on qualifications of the positions. Pam agreed. Mrs. Baer clarified that it was part of the Bargaining Unit Contract that states the Ohio Fire Chief's Association is used for promotional exams. Pam confirmed this is true. Mrs. Baer asked what role the commission plays in these exams. Mr. Alessia stated in the past, the Commission proctors the exam process in accordance with the bargaining agreement.

- Pam asked Mrs. Baer if Pat Ramsey routinely asks for testing materials. Mrs. Baer confirmed that she usually does request this. Mr. Alessia stated it is usually based on class spec. Pam stated the reason she was bringing this up is because the city is looking to test for a Firefighter/Engineer to replace a current employee out on leave. Mrs. Baer asked what the candidates need certification-wise to hold the position. Mr. Calderone stated it's a firefighter. Pam stated Chief Funai has changed the job class spec, requiring multiple certification including ASE certifications. Mr. Calderone stated there is an advantage to having position as a firefighter because he could be onsite at fires if something breaks down and also so the position would be part of the fire union. Mr. Calderone stated it would be a big loss to lose this particular position. Mrs. Baer asked how hard it would be to find someone for this position. Mr. Calderone stated you would find a mechanic first and then the individual has one year to obtain his firefighter training/certification. Mrs. Baer asked if this position was limited in which calls they go out on. Mr. Calderone stated the individual is not limited and can drive the ambulances on calls, but his not a paramedic. Mr. Calderone stated the individual has to pass the physical agility test as well. Pam stated she did get Chief Funai to back down on some of the certifications needed at time of testing. Pam stated the chief agreed to eight certifications within three years of hire. Mrs. Baer asked if the city was going to actually let an employee go if he/she didn't get the required certifications within the specified time period. Pam stated that was why she was trying to get the Chief to "soften" up the requirements. Mr. Calderone stated that's the reason most other departments don't have the position due to the requirements and specifications needed. Mr. Alessia stated that anyone with as many certifications as the fire chief is requiring would be taking a pay cut to take that position. Pam stated there is a seasonal employee filling the void right now. Mr. Alessia stated to find someone with two or three certifications is not uncommon but to find someone with eight is not common. Pam stated it is possible the city wouldn't find someone qualified for this position. Mrs. Baer asked Melinda to make copies of the IAFF contract pages relating to the promotional process. Melinda stated she would scan and email these out to the Commission members. Mr. Calderone also stated that there would be liability issues having a mechanic work on something he/she isn't certified to do. Mr. Calderone stated this is why some of the things are contracted out. Mrs. Baer stated she felt it was important to include in the Firefighter/Engineer test items that would show the individual could understand and take tests for future certifications such as mechanical aptitude and reading comprehension. Mr. Alessia stated individuals could potentially take a certification exam and pass but they still couldn't work on a vehicle. Mr. Calderone asked how many years of mechanic experience the job required. Mrs. Baer mentioned Stark State has a good mechanic program. Pam asked what the test for a firemedic looks like. Mr. Calderone stated it's usually a written exam only with no assessment, but then require a physical agility test prior to being hired. Pam asked if there was anything about fire on the written test. Both Mr. Calderone and Mrs. Baer stated there were some fire components on the exam. Pam stated she was asking because she has told Pat Ramsey that 60% of the exam should be mechanic and 40% be fire and was not sure what the fire portion would look like. Mr. Calderone stated he would weigh

heavier on the mechanic portion based on when the firefighter certification is required for the position. Mr. Calderone stated most new guys are worked 6 to 7 months and then go to firefighter school to get their certification. Mrs. Baer stated in Akron, there is no requirement to have the fire certification prior to being hired, so they needed a test that would show the candidate's ability to comprehend a certification test and pass. Mr. Calderone stated a firemedic is different because Green does not hire a firemedic without a medic certification. Mrs. Baer emphasized the test should mirror the job description as far as percentage of mechanic vs. firefighter. Commission feels there will be candidates who want to take the exam. Mr. Alessia stated Stark State, UTI and Lincoln Tech are all good trade schools to look at for these candidates. Mr. Calderone requested to see the job class spec prior to qualifying and testing candidates for the position. Pam supplied the current draft of the job class spec to the Commission. Commission was not comfortable hiring an individual and giving them numerous certifications they have to obtain post-hire in order to keep their job.

NEW BUSINESS

- **2018 Election of CSC Positions**

Commission agreed to the following:

- Chairperson - Jerry Alessia
- Co-chairperson - Bob Calderone
- Secretary - Melinda Svenson

- **Review of 2018 Meeting Dates**

- Melinda distributed a list of 2018 meeting dates showing the second Wednesdays of each month. Mr. Calderone stated he would not be able to attend the February 14, 2018 meeting. Mrs. Baer stated she would not be able to attend the July 11, 2018 meeting.

OLD BUSINESS

- **CSC Rule Changes**

- Pam stated that she still wants to meet with Fire and Service on the changes prior to moving forward on these.

NEXT MEETING:

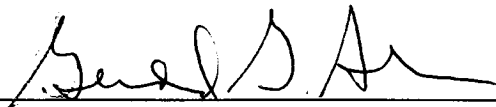
The next Civil Service Commission meeting is scheduled for February 14, 2018 at 6:00pm.

There being no further business, Mr. Alessia made a motion to adjourn and Mr. Calderone and Mrs. Baer seconded this motion. The meeting adjourned at 7:16pm.

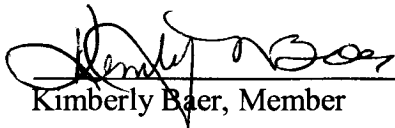
Respectfully submitted,

Melinda Svenson

Robert Calderone, Chair



Gerald Alessia, Co-Chair



Kimberly Baer, Member

Date

02/14/18

Date

2-14-17

Date