

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, JANUARY 27, 2020
5:00 PM

Present: Christine Klein, Chair
Allyson Chicoski, Member

Also Present: Dawn Bishop, CSC Coordinator
John Tosko, City of Kent, Fire Chief
Lee Higgins

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:10 pm on Monday, January 27, 2020, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MINUTES OF December 16, 2019 made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 2-0.

Safety Administration

Kent Fire Department

Personnel Change Read.

Chief Tosko said as a result of Lt. Coffee's upcoming retirement, he's been in contact with Ohio Fire Chiefs' Association for holding a written promotional exam and assessment center. Their availability is looking like the beginning of April with an assessment scheduled typically three weeks later.

Ms. Klein questioned if this was an internal promotion only.

Chief Tosko said yes and he's expecting about five or so interested firefighters. He also mentioned that he's already updated the study material for that promotional exam. Then to go along with his own upcoming retirement in 2021, he would like to get the Fire Chief and Fire Captain Assessments scheduled late September/early October just so that the department is ready as things get scheduled within their department for the new year shortly after that. That would also give him about eight months to train before his retirement.

Ms. Chicoski asked about the firefighter list: was it exhausted or expired?

Chief Tosko said it just expired this month but it was getting pretty tired anyway.

Ms. Chicoski asked how many firefighters are expected to be hired off this yet to be created list.

Chief Tosko said two this year, to replace Lt. Coffee and a firefighter retiring this summer. Then another firefighter is retiring in May 2021 and himself in the summer of 2021. So with no more surprises they would expect four hires off this list that will be created off the March civil service exam.

Ms. Bishop asked if the Fire Captain exam is only an assessment.

Chief Tosko said yes, both the captain and chief are assessments only. He asked if possible they would like to use the Ohio Fire Chiefs' Association. They've done a great job in the past and are really great with promotional level assessments. Chief Tosko only needs to verify with them that they are using updated versions of the testing material.

Ms. Chicoski said she couldn't imagine they would use outdated material and they probably just haven't updated their site.

MOTION TO HOLD A FIRE LIEUTENANT PROMOTIONAL WRITTEN EXAM & ASSESSMENT THIS APRIL/MAY AND BOTH A FIRE CHIEF AND FIRE CAPTAIN ASSESSMENT THIS FALL made by Ms. Chicoski, seconded by Ms. Klein, and **CARRIED** by a voice vote of 2-0.

Chief Tosko asked how many have applied for the firefighter exam so far.

Ms. Bishop replied about twenty-one. Chief Tosko said he's advertised it on Facebook; Ms. Bishop said along with the Record Courier, she's contacted Tri-C and then it's advertised on Indeed.

Chief Tosko and Ms. Chicoski suggested some more places to get word out to about the exam: Akron General, Stark State, UH Portage.

Kent Police Department
Personnel Changes Read.

Service Department

Personnel Changes Read.

Discussion regarding the new hire being hired off the old Laborer list and the Laborer exam, for a new list, was held last Wednesday. Discussion regarding the upcoming scheduled Repair Operator exam and the pre req of holding a water license was once again proving hard to find qualified applicants.

Parks & Recreation

Personnel Change Read.

Kent City Schools

Personnel Changes Read.

Ms. Chicoski was thinking there was some outstanding business from the police department and Ms. Klein said the police chief assessment was done and Ms. Bishop said the police officer exam was given last November with a good turn out and Lt. Lewis had already run through the first group of applicants for the physical agility test.

Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 5:34 PM

Motion was made by Ms. Klein, seconded by Ms. Chicoski, and **CARRIED** by a voice vote of 2-0.

Minutes approved: 2.24.2020


Christine Klein, Chair


Allyson Chicoski, Member