

MINUTES OF THE CIVIL SERVICE COMMISSION MEETING
February 20, 2019 - 8:00 A.M.

Members Present: Chairman Jan Naso
Commissioner Tom Kot
Commissioner Christine Higham

Non-Members Present: Mayor Dave Kline
Director of Administration Dr. Don Cooper
Director of Finance Mollie Gilbride
Director of Law Megan Raber
Director of Public Service Mike Rorar
Fire Chief Mike Passarelli

The February 20, 2019 Civil Service Commission meeting was called to order. Minutes of the November 14, 2018 and December 19, 2018 were approved as published. Regarding the November 14, 2018 minutes, there was a misprint on the signature line stating that Christine Higham was Acting Chairman. This has been corrected.

Chairman Naso stated that Director of Finance Mollie Gilbride has been invited to today's meeting to begin discussions on amending how we collect our test fees. Currently we charge twenty dollars and is accepted at the test site. We'd like to change that. We are looking at having it become an application fee. They would pay the fee in the Finance Director's office downstairs. My question is, do we want to accept checks or just cash and credit cards?

Mrs. Gilbride: If you want to accept checks, you need to make the application deadline at least ten business days prior to the test so that we have plenty of time to make sure that those checks clear. It takes quite a bit of time to receive a check back from the bank. We do have the ability knowing that we're going through a test inquiring with the bank before, once we see it hit the bank before we get the check back. The issue with that is going to be the cost of a return check.

Mr. Naso stated that it might be beneficial not to accept checks. **Mrs. Gilbride:** I would agree. Currently, they can only pay cash, so I think adding the credit card option will be nice for people, but otherwise, I think (Mr. Naso corrected, saying, debit cards) or debit card, correct.

Mayor Kline asked about online applications test fee. Mr. Naso said that the person can submit their application online but can't fill it out online. He asked that when someone mails an application, could they call the Finance Office to pay the test fee with their credit card. Mrs. Gilbride said they can.

Commissioner Kot asked how many applications are faxed in. Mr. Naso answered usually a couple, depending on what the test is. Mrs. Gilbride stated that a form could be created if they wanted to pay by credit card with their application. An authorization form for the credit card to be run, after it is filled out and signed, then Allison would bring it to Finance and we run the bill. That might be a more effective way than mailing it. Again, we're receiving the application the same time of the payment. Mr. Naso asked if all these options would be presented in the legislation. Chairman Naso mentioned that the Commission would like to change the test fee amount. These items need to be legislated and we will work continue to work on them.

Chairman Naso: Chief Passarelli is requesting a process for Lateral Transfers to hire full-time firefighters. Information from Chief Passarelli that he received from Garfield Heights on how they do theirs for both Police and Fire has been included in your packets. Also is the Ordinance that we use for lateral transfer for Police Officer. The form we use to rate the individual applicant by points has been included.

Mr. Passarelli said the process used by the Commission for the lateral transfer of Police Officers is what he would like to use. He said that we'll have to sit down and figure out what constitutes the bare bones necessities that I need as well as what they get credit for. Mr. Kot asked the Chief if he believes we're in need of an ordinance for lateral transfer for full-time firefighters. The Chief stated also that the problem and the reason I came to you is my pool of people is very low and not good candidates. I'll just leave it at that. And I see it in the last three years just kind of declining. This gives me the option to look at both groups, the people that I know in the part-time that we're testing from and then potentially people from the outside that I may not know as well.

Mrs. Raber asked what the number of part-time personnel taking the test is before we are allowed to open it up. Mr. Naso answered, it's the Chief's request. She asked if it were not in the collective bargaining agreement and the Chief said, it is. Mr. Naso stated that having the two lists is going to create some internal strife among your people because you're taking somebody from outside when all the guys that have been here for years...**Chief Passarelli:** It may give me the ability to pull some part-time that are full-time somewhere else laterally into this department that I haven't had a good look at. There's about three of them right now that would work for us.

Dr. Cooper read *Section 6 Hiring and Promotion* of the Collective Bargaining Agreement between and the Part-Time Firefighters and the City of Tallmadge. Mr. Naso said that at this point, before I show you guys, the Administration needs to figure out how you want to do this and then bring it to us and then we'll... Mr. Naso also stated it's a lot different from what we have with the Police Department because of the part-time people.

Commissioner Higham asked how many of our part-timers are full-time firefighters somewhere else? Mr. Passarelli answered, probably 50% of them. I'm at 45 right now, I will be at 46....

Chairman Naso stated since we will be legislating some things, he thought it would be a good idea to review Ordinance 28-2012 to see if we need to make any changes or amendments to that. I think I'd like to add some language in there about probationary periods are all 365 days unless indicated otherwise. A couple times where we've done the posting and it didn't mention the probationary period, so I think that is something we want to add. Do you want to have the ability to extend your probationary periods from the current 365, like an additional three months or six months? Right now, I don't think you can do that. If you have an employee that hasn't made it to 365...so that's something we can add in the legislation. You decide how long you want to extend it, three months, six months, whatever. Mrs. Higham said as an employer, she would want some flexibility on that.

Mr. Naso stated that the current ordinance still has language with the Tallmadge City Schools. Mrs. Raber said that we might as well clean it up. **Chairman Naso:** Item Number 10 on the ordinance, I really don't know what it means. Promotion from Union to Non-Union Positions General Civil Service law, subject to applicable rules, if any, adopted by this Commission, shall apply to all promotions from a union to a non-union position. I don't know what that means. Mayor Kline answered, "Frank DiMenna was union, he got promoted to a civil service spot, which was non-union. Mr. Naso said that is something we want to leave in there.

In mentioning the Eligibility Lists – Rule of Three, Mr. Naso talked about the difference with the Police Eligibility Lists in that they get 25%, minimum of 20, maximum of 50 and that also goes for the exam candidates, because they can do either/or, lateral transfer or exam. So, they have separate rules that are not applicable to this ordinance. I don't know if we need to do something. Mrs. Raber said, no, because we passed that by ordinance and that one trumps a general one if it's more specific. We could put a reference in it or clean it up to say except to say as provided in Ordinance No.... and that way, we can remember that it's there and to look there. Mr. Naso said that probably a separate section about how the Tallmadge Police and Tallmadge Fire, how they differ from other positions in the City. The Mayor agreed.

Mr. Naso stated that when this ordinance was passed in 2012, we had a bunch of eligibility lists in place. We had language in here about current certified lists at that time that would be expiring. We can clean that up as well. Those are the things that jumped out at me. Anybody have anything else? Commissioner Kot asked if there is a discussion about changing the number we're going to provide for one vacancy versus two through four, or consider providing more names originally? Mr. Naso asked, are you guys happy with ten people for one position or do you want to increase that? The Mayor stated, ten's fine.

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Chairman Naso said that we will continue discussions on all that. I would assume we'll do some type of legislation this summer. **Mrs. Raber:** Okay. **Mayor:** The Property Maintenance, the Property Evidence person starts February 25. They're still going through the final physical stuff and that.

Meeting adjourned at 8:30 a.m.

An audio file of this meeting is available in the Civil Service office.

Jan T. Naso, Chairman
Civil Service Commission
TALLMADGE OHIO

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