



**CIVIL SERVICE COMMISSION
MINUTES OF FEBRUARY 26, 2015**

The regular meeting of the Westlake Civil Service Commission was called to order by Chairman Warner at 7:30 a.m.

Members Present: Timothy Warner, Dennis Kucler, Marie Marrali
Also Present: Mayor Clough, Clerk of Commissions Nicolette Sackman, Assistant Law Director Robin Leasure, members of the police and fire departments

Oath of Office

Ms. Marie Marrali was sworn in by Mayor Clough.

Approval of Minutes

**Mr. Kucler moved, seconded by Mr. Warner to approve the minutes of January 23, 2015.
Roll call: Ayes: Warner, Kucler; Abstain: Marrali; Nays: None, motion passed**

Police Sergeant Eligibility List – review and certify

Mr. Kucler reviewed the math provided in the testing documents and spreadsheet from the clerk which appears correct.

**Mr. Kucler moved, seconded by Mr. Warner to certify the Police Sergeant Eligibility List.
Roll call: Ayes: Warner, Kucler, Marrali; Nays: None, motion passed**

Fire Assistant Chief Eligibility List – review and certify

Mr. Kucler reviewed the math provided in the testing documents and spreadsheet from the clerk which appears correct.

Fire Lt. Kovats was present and wished to be removed from the eligibility list. Discussion ensued that before he can request to be removed from the list the list needs to be certified.

**Mr. Kucler moved, seconded by Ms. Marrali to certify the Fire Assistant Chief Eligibility List.
Roll call: Ayes: Warner, Kucler, Marrali; Nays: None, motion passed**

Police Entry Eligibility List Removal of name from list

The following names were presented to the commission for removal from the Police Entry Eligibility List: Russell M. Lake, David M. Miller, William J. Krupa, Terrance A. Schaefer, Jennifer S. Kearney, and Jacob D. Hillman. Mayor Clough discussed the removals with Chief Bielozer.

Mayor Clough would like the procedure clarified as the appointing authority he would like to know the reason why a candidate wishes to be removed from a list. The procedure was discussed and request for removal would need to be submitted to the commission. Ms. Leasure advised a name can be removed via a waiver, a letter from a candidate or being certified more than three times. Mayor Clough would

like a procedure in place. In the past there would be an executive session to discuss the reasons to remove a candidate which has not been the practice over the past couple years. Discussion ensued that often waivers from the candidate requesting to be removed are received which can come via the chief. It was discussed that the chiefs should submit requests to the mayor who would then request from the commission that the name be removed from the list. Mayor Clough would like to review requests with the chiefs. Ms. Leasure explained that any candidate can voluntarily request to be removed from a list as for an example they were hired elsewhere and no longer wished to be considered for a position in Westlake. The commission would need to remove the candidate from the list. If the chiefs wanted a candidate removed they should review the request with the mayor and then the commission will be advised of any removals that are necessary.

Mr. Warner moved, seconded by Ms. Marrali to remove Russell M. Lake, David M. Miller, William J. Krupa, Terrance A. Schaefer, Jennifer S. Kearney, and Jacob D. Hillman from the Police Entry Eligibility List.

Roll call: Ayes: Warner, Kucler, Marrali; Nays: None, motion passed

Miscellaneous

Clerk Sackman advised that yesterday afternoon she was copied on a memo from Chief Hughes to Mayor Clough to remove Wesley Green from the Fire Entry Eligibility List and questioned if there was any desire to act on this today. Mayor Clough supported the removal of the candidate as he had turned forty and per the civil service rules no candidate shall be hired for original appointment on or after their fortieth birthday.

Mr. Warner moved, seconded by Ms. Marrali to remove Wesley Green from the Fire Entry Eligibility List.

Roll call: Ayes: Warner, Kucler, Marrali; Nays: None, motion passed

Chief Bielozer questioned since most of the top 10 names had been removed from the Police Entry Eligibility List if he would receive a new list of names. Mayor Clough requested that the commission certify a new list of top 10 names.

Mr. Warner moved, seconded by Mr. Kucler to certify the top 10 names on the Police Entry Eligibility List.

Roll call: Ayes: Warner, Kucler, Marrali; Nays: None, motion passed

Adjournment

Mr. Warner moved, seconded by Ms. Marrali to adjourn the meeting at 7:51 am.

Roll call: Ayes: Warner, Kucler, Marrali; Nays: None, motion passed

Chairman Tim Warner

Nicolette A. Sackman, MMC
Clerk of Commissions

Approved: _____