



City of Willowick
CIVIL SERVICE MEETING

Friday, October 28, 2022 at 9:00 AM
City Council Chambers

ADA NOTICE

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

AGENDA

CALL TO ORDER

MINUTES

1. Motion to approve the minutes of the Civil Service meeting of October 5, 2022.

OLD BUSINESS

2. To review and certify the results and rankings of the Police Department Sergeant Promotional Exam.

NEW BUSINESS

MISCELLANEOUS

ADJOURNMENT



City of Willowick
CIVIL SERVICE MEETING
 Wednesday, October 05, 2022 at 1:00 PM
 City Council Chambers

ADA NOTICE

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the City of Willowick at 440-585-3700 at least three working days before the meeting.

MINUTES

CALL TO ORDER

The meeting was called to order by Chairman Tobin at 1:08 p.m.

PRESENT

Chariman Jim Tobin, Commission Member Mike Lazor and Commission Member Bill Wittlinger.

ALSO PRESENT

Mayor Regovich, Law Director Landgraf, Acting Fire Chief Zak, Natalie Antosh, Lisa Husdon and Secretary Trend.

MINUTES

1. Motion made by Mr. Wittlinger, seconded by Mr. Lazor to approve the minutes of the Civil Service meeting of September 7, 2022.

Discussion: None.

Vote: All ayes. Motion carried.

OLD BUSINESS

None.

NEW BUSINESS

2. Mayor Regovich stated he as well as Council have accepted the resignation of Fire Chief Joe Tennyson which is effective October 8, 2022.

The current active list for Fire Chief will expire on October 19, 2022. Candidates #2 and #3 on the list were previously interviewed and will be contacted and offered the position. If they decline then the interview process will move onto candidates #3 and #4.

Motion made by Mr. Lazor, seconded by Mr. Wittlinger allowing the Mayor to contact candidates #2 and #3 on the current Fire Chief eligibility list and offer them the Fire Chief position. If candidates #2 and #3 decline then the Mayor shall proceed with the interview process on candidates #4 and #5 from the current list.

Discussion: None.

Vote: All ayes. Motion carried.

MISCELLANEOUS

Acting Fire Chief Zak brought up a concern about the Willowick Fire Department Policy & Procedure Manual being on the book list for the upcoming captain promotional exam. He stated that the only existing paper copy of the policies & procedures only contains Series 100 through 300 and he has not been able to locate Series 400 through 700. There is shared drive that exists for viewing but is also missing Series 400 through 700. The paper copy and shared drive would need to be compared to make sure that the information on Series 100 through 300 is accurate on both.

Chariman Tobin feels that due to the discrepancies in the material that the Willowick Fire Department Policies & Procedures Manual should be removed from the exam process.

Motion made by Mr. Lazor, seconded by Mr. Wittlinger to remove from the reading list the Willowick Fire Department Policies & Procedures for the upcoming captain promotional exam.

Discussion: None.

Vote: All ayes. Motion carried.

Secretary Trend will make notification to the four candidates signed up to take the written exam and also to the exam administer that the Willowick Fire Department Policies & Procedures Manual has been removed from the book list.

ADJOURNMENT

Motion made by Mr. Lazor, seconded by Mr. Wittlinger to adjourn.

Discussion: None.

Vote: All ayes. Motion carried.

Meeting adjourned at 1:45 p.m.

ATTEST:

Jim Tobin, Chairman

Angela Trend, Secretary