



**City of Willowick**  
**CIVIL SERVICE MEETING**  
Wednesday, September 07, 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.

**AGENDA**

**CALL TO ORDER**

**MINUTES**

- [1.](#) Motion to approve the minutes of the Civil Service meeting of August 5, 2022.

**OLD BUSINESS**

2. Fire Department Promotional Examination for Captain.
  - A. Establish parameters and procedures.
  - B. Establish date.

**NEW BUSINESS**

3. Lieutenant and Sergeant Promotional Examinations for the Police Department.

**MISCELLANEOUS**

**ADJOURNMENT**



**City of Willowick**  
**CIVIL SERVICE MEETING**

Friday, August 05, 2022 at 8:30 AM  
 City Council Chambers

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**MINUTES**

**CALL TO ORDER**

The meeting was called to order by Chairman Tobin at 8:33 a.m.

**PRESENT**

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

**ALSO PRESENT**

Law Director Landgraf, Fire Chief Tennyson and Secretary Trend.

**MINUTES**

1. Motion made by Mr. Wittlinger, seconded by Mr. Lazor to approve the Civil Service minutes of July 29, 2022.

**Discussion:** None.

**Vote:** All ayes. Motion carried.

**OLD BUSINESS**

None.

**NEW BUSINESS**

Chief Tennyson stated with the June 1, 2022 retirement of Captain Bynane a Captain's promotional exam will need to be held. There is a current active Lieutenant's list so no exam is needed for that. His recommendation is that Lt. Bryan Rudersdorf be temporarily appointed to Captain, not to exceed 6 months or until a Captain's list is established whichever comes first. Also that FF Michael Pollack is permanently appointed to the position of Lieutenant. Mike Pollack is listed as number one on the current Lieutenant's list.

Mr. Tobin stated that it is in the Civil Service Rules that the Commission can authorize a temporary promotion and it is also in the Fire Department Rules & Regulations.

Motion made by Mr. Lazor, seconded by Mr. Wittlinger to temporarily promote Lt. Bryan Rudersdorf to the position of "Acting Captain" with the contingencies not to exceed 6 months from the time of swearing in or until a Captain's list is established.

**Discussion:** None.

**Vote:** All ayes. Motion carried.

Motion made by Mr. Lazor, seconded by Mr. Wittlinger to promote FF Michael Pollack to the position of Lieutenant.

**Discussion:** None.

**Vote:** All ayes. Motion carried.

Mr. Tobin inquired how the process of the promotional exam would be done. Chief Tennyson stated he would like to do a written exam, per past practice, and would also like to do a Fire Chief's Assessment. There are currently 8 Lieutenant's and only 6 would be eligible to take the exam due to 2 of them being under their one year probationary period. Past practice has been to use the Ohio Fire Chief's Association with Tom Talcott for the written exam. It is still being determined which books will be used for the test.

Mr. Tobin confirmed with the Chief that he would like to have the testing done in November - December of this year. Ms. Trend will contact the Ohio Fire Chief's Association to check available dates for the test.

Motion made by Mr. Lazor, seconded by Mr. Wittlinger to move forward with the Fire Department Captain promotional exam.

**Discussion:** None.

**Vote:** All ayes. Motion carried.

Ms. Landgraf inquired if Bryan Rudersdorf was on the current Captain's list that is expiring. Chief Tennyson stated they currently do not have a Captain's list. Bryan Rudersdorf is the most senior Captain at this time and per past practice the most senior rank gets bumped up to the temporary position.

#### **MISCELLANEOUS**

None.

#### **ADJOURNMENT**

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

Meeting adjourned at 8:42 a.m.

ATTEST:

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Jim Tobin, Chairman

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Angela Trend, Secretary