



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

Tuesday, November 09, 2021 at 5:30 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 July 7, 2021.  
*Tabled 10-25-21 Tabled 10-27-21*
2. Motion to approve the minutes of the Civil Service Meeting of October 25th, 2021.
3. Motion to approve the minutes of the Civil Service Meeting of October 27, 2021.

**OLD BUSINESS**

4. Lieutenant Promotional Exam - Certify oral test scores.
5. Lieutenant Promotional Exam - Certify final rankings.

**NEW BUSINESS**

**MISCELLANEOUS**

**ADJOURNMENT**



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

Wednesday, July 07, 2021 at 5:00 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**

This meeting was called to order by Mr. Tobin at 5:10 p.m.

**PRESENT:** Chairman Jim Tobin, Joe Rupena, Tom Ott, Mayor Regovich, Fire Chief Tennyson and Angela Trend.

**MINUTES**

1. Motion made by Mr. Tobin, seconded by Mr. Ott to approve the minutes of the Civil Service Meeting of May 12th, 2021.

**Discussion:** None.

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

**OLD BUSINESS**

2. Discussion of testing requirements and parameters.

Chief Tennyson stated that he has five books picked out for the candidates to study from for the promotional exam. Mr. Tobin inquired if a date for the test has been set and confirmed. Ms. Trend confirmed that the date for the written exam is October 9th, 2021 at 9:00 a.m. The promotional exam process will include the following: All candidates must pass the written exam with a score of 70% or higher. All candidates passing the written exam will be eligible to move forward to the oral assessment. Seniority points will only apply to the written portion of the process. The weight of scores will be 50% for the written portion and 50% for the oral assessment.

Motion made by Mr. Rupena, seconded by Mr. Ott to approve the process of the promotional exam.

**Discussion:** None.

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

**NEW BUSINESS**

3. Recruit hiring process and physical agility testing.

Chief Tennyson inquired if the Civil Service Commission would allow for a potential new recruit not be required to have their physical agility certificate upon hiring but to be given a certain amount of time after being hired to obtain it. Pending the Law Director's opinion, the committee agreed to change the agility test requirement for a new hire to; it must be obtained within three months of the hire date or the new hire will be terminated.

Motion made by Mr. Rupena, seconded by Mr. Ott to modify the physical agility test requirement for new hires and that the new hire must pass an accredited agility test within three months of their hire date or be terminated with the agreement of the Law Director.

**Discussion:** Mr. Ott inquired if other cities follow anything similar to this. Mayor Regovich stated there are some cities where part-time employees are not Civil Service therefore a test is not required.

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

**MISCELLANEOUS**

None.

**ADJOURNMENT**

Motion made by Mr. Rupena, seconded by Mr. Ott to adjourn.

**Discussion:** None.

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

Meeting adjourned at 6:13 p.m.

ATTEST:

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Jim Tobin, Chairman

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Angela Trend, Secretary



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

Monday, October 25, 2021 at 5:00 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**

This meeting was called to order by Mr. Tobin at 5:00 p.m.

**PRESENT:** Chairman Jim Tobin, Tom Ott, Joe Rupena, Mayor Regovich, Fire Chief Tennyson and Angela Trend.

**MINUTES**

1. Motion made by Mr. Rupena, seconded by Mr. Ott to table the minutes from the July 7th, 2021 meeting at the request of the Law Director.  
**Discussion:** None.  
**Vote:** All ayes. Motion carried.

**OLD BUSINESS**

Mr. Rupena read an email he had responded to on October 20th, 2021 at 11:23 a.m. in reference to his opinion on the submitted challenge questions for the Fire Department promotional examination.

2. Mr. Tobin reviewed a challenge related to question #49, Mr. Talcott's response and recommendation to deny the protest.

Motion made by Mr. Tobin, seconded by Mr. Rupena to remove question #49 from the written promotional examination.

**Discussion:** None.

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

Mr. Tobin reviewed a challenge related to question #135, Mr. Talcott's response and recommendation to deny the protest.

Motion made by Mr. Tobin, seconded by Mr. Rupena to retain question #135 from the written promotional examination.

**Discussion:** None.

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

Ms. Trend will contact Mr. Talcott and request that the test be graded excluding question #49.

A meeting was scheduled for October 27th at 5:30 p.m. to certify the scores.

Chief Tennyson inquired if it would be possible to move the November 5th oral examination date due to several candidates being scheduled to work. Mr. Tobin felt with the date being announced at the meeting today it would give the candidates plenty of time to make arrangements to have their shifts covered.

### **NEW BUSINESS**

Chief Tennyson stated that Carl Duy would like to retire and be re-hired. Mr. Tobin stated Mr. Duy would need to start the process with his employer first.

### **MISCELLANEOUS**

None.

### **ADJOURNMENT**

Motion made by Mr. Rupena, seconded by Mr. Ott to adjourn.

**Discussion:** None.

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

Meeting adjourned at 5:21 p.m.

ATTEST:

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Jim Tobin, Chairman

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Angela Trend, Secretary



**City of Willowick**  
**CIVIL SERVICE MEETING**  
 Wednesday, October 27, 2021 at 5:30 PM  
 City Council Chambers

**ADA NOTICE**

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**MINUTES**

**CALL TO ORDER**

This meeting was called to order by Mr. Tobin at 5:32 p.m.

**MINUTES**

1. Motion to approve the minutes of the Civil Service Meeting of July 7th, 2021.  
*Tabled 10-25-21 Tabled 10-27-21*

**OLD BUSINESS**

2. Lieutenant Promotional Exam - Certify written test scores.

The committee had voted to have question #49 removed from the test and the test was scored after the removal of the question. The written exam counts for 50% of the total score and the seniority points were added to the written portion.

Motion made by Mr. Rupena, seconded by Mr. Ott to certify the written test scores.

**Discussion:** None.

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

**NEW BUSINESS**

None.

**MISCELLANEOUS**

None.

**ADJOURNMENT**

Motion to adjourn made by Mr. Rupena, seconded by Mr. Ott.

**Discussion:** None.

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

Meeting adjourned at 5:43 p.m.

ATTEST:

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Jim Tobin, Chairman

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Angela Trend, Secretary