

## Civil Service Meeting

September 6, 2023

### CALL TO ORDER

A meeting of the City of Bedford Civil Service Commission was called to order on Wednesday, September 6, 2023 at 4:48 p.m. Members in attendance were: Secretary, Jennifer Howland, Chairman, James Judd, Jeffrey Slezak and Denise Lachowski. Absent were Richard Palcisko and Anthony Longino-Thomas. Also in attendance, Chief Marty Stemple.

### DECLARATION OF INTEREST

No one had any conflicts of interest.

### APPROVAL OF MINUTES

There was not enough members to approve since two members had to recuse themselves from the vote since they were not present at the meeting for minutes needed to be approved.

### OLD BUSINESS

None

### NEW BUSINESS

Commission discussed a change to the City of Bedford Civil Service Commission Rules and Regulations.

Motion was made by Jeffrey Slezak seconded by Denise Lachowski to amend the rules to re-order the verbiage in Section 5.11 per City's labor attorney John Dileno (see attached).

Motion was made by Denise Lachowski seconded by Jeffrey Slezak to adopt the rules effective September 13, 2023 with the approved amendment.

The Commission discussed establishing a Police Patrol Officer Entrance Exam using National Testing Network (NTN) and reviewed the job requirements form (attached) required by NTN to post the job and test for entry level police patrol officer. The Commission approved the following regarding the job requirements form: The combination method will be used to run the tests. This means that there will be a deadline for applications, but also when there is no deadline, the test will continue to run until the next deadline is established; the physical agility testing will be a part of the hiring process, not a part of the requirements to take the test; there are no required documents beside copy of high school diploma or GED certificate and valid driver's license.

Motion was made by James Judd, seconded by Denise Lachowski to accept the attached Job Requirements Form to be completed by Secretary Jennifer Howland per the discussion and to create an ad and application using the same extra points requirements as prior entry level exams and lateral exams including the following: Residency (1 point), Military Service (2 points), O.P.O.T.A (1 point) or Sworn Police Officer (2 points), Associates (1 point) and/or a Bachelor College Degree (2 points) from an accredited university.

In addition, the following will be included in the application: the applicant must return the completed application with a photo ID; qualified candidates must have at least a high school diploma or G.E.D. Candidates will be required to successfully complete an extensive background investigation, physical agility test, polygraph examination, psychological examination, drug testing personal interview, and medical exam. The testing service will be NTN, the application start date is September 18, 2023, or as soon as possible after, and the due date of the application and test is October 23, 2023.

The Commission reviewed the applications for the City of Bedford Fire Medic Lateral transfer position. A total of 16 applications were received. Full-time status and additional points were verified by the commission. The applicant must have worked as a fire medic within the past two years and have at least one year of full-time experience or 2496 hours of part time work as a fire medic in the State of Ohio, as of the deadline of the application. They must also possess Fire Fighter II and Ohio Paramedic Certifications, as of the deadline of the application. Of the 16 applications, 13 meet the requirements for the initial 70 points. The three that do not meet the qualifications are aware they do not meet the minimum requirements.

Motion was made by Jeffrey Slezak, seconded by Denise Lachowski to certify the Fire Medic list as of September 6, 2023, noting that the full-time status be verified with documentation.

Commission discussed the postponed police chief exam and Chief Stemple requested that the police chief exam be scheduled to be held in January 2024.

#### **ADJOURNMENT**

Motion was made by Denise Lachowski, seconded by Jeffrey Slezak to adjourn the meeting. All were in favor. Motion was passed.

Meeting was adjourned at 6:50 p.m.

Secretary, Jennifer Howland



Chairman, James Judd

