

August 8, 2013

Lyndhurst, Ohio
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The Civil Service Commission of the City of Lyndhurst met in Regular Session on Thursday, August 8, 2013, in the Conference Room of the Lyndhurst Municipal Center, 5301 Mayfield Road.

Commissioners Present: R Schmidlin, Chairman
R D Patete, R Sweeney

Others Present: P T Murphy, Director of Law
C J White, Secretary
Captain Dave Holtz, Fire Dept.
Michael Carroll, Fire Chief

It was moved by Mr. Patete, seconded by Ms. Sweeney that the reading of the minutes of the Special Meeting held June 20, 2013, copies of which were mailed to all members, be dispensed with and said minutes stand approved as circulated.

The question was put to a voice vote and passed unanimously.

Motion carried.

Approve grades of written exam for firefighter.

Grades for original appointment firefighter were reviewed by the commission. The written test was held July 25, 2013.

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the grades submitted be approved as presented.

The question was put to a voice vote and passed unanimously.

Motion carried.

Establish Eligibility List for Firefighter.

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the Eligibility List for Firefighter be established as of August 8, 2013.

The question was put to a voice vote and passed unanimously.

Motion carried.

The secretary was then instructed by the Commission to contact the sixteen highest scoring candidates to begin background checks.

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Discuss the Pradco Firefighter Index.

Captain Dave Holtz explained that Chief Carroll is interested in evaluating the fire department, as far as what the department finds important in a firefighter, and to establish a baseline for new hires. He further stated Pradco had assessed all the officers approximately five or six years ago, and it was found to be beneficial.

At this point, Chief Carroll arrived at the meeting. Chief Carroll explained how the index works; the chief would pick five profiles with characteristics which are important to the candidates, such as dependability, team work, integrity, safety and courtesy. He then stated that Pradco would assess the current employees and identify the top five, and the bottom five, the index will show what the top five have which the bottom five do not, to identify what would be a good fit for the department. He stated that this has been done in the past; there will be a separate fee for this process.

In answer to Mr. Schmidlin's question, Captain Holtz stated he didn't feel the results were entirely on mark. He also stated that the index showed things that he would have never considered to be important, but were very beneficial.

Chief Carroll explained that this is an on line test, and it will take about twenty minutes per candidate. He then stated that only the certified candidates will take the firefighter index.

Chief Porrello stated that the Police Department has used Pradco for their Law Enforcement Index for the past two hires. He explained that since the psychological tests aren't given until the candidate has a conditional offer of employment; the index gives an early indication of the characteristics and personality of the candidate. He further stated that the interview panel within the Police Department finds the index extremely helpful. He also explained that the department could ask Pradco to weight different characteristics, for example; compassion, integrity, attitude, etc.

In answer to Ms. Sweeney's question, Chief Carroll stated that this would be a two-step process. He then stated that the cost is approximately \$1200 to establish the base line, and then \$125 for each candidate.

In answer to Mr. Murphy's question, Chief Carroll stated that he would use the evaluation for candidates only, and not for current firefighter evaluations.

It was recommended that Chief Carroll present to the Commission a proposal outlining the components and benefits of the Pradco baseline test.

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the meeting be adjourned.

The question was put to a voice vote and passed unanimously.

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Motion carried, meeting
adjourned at 9:00 A.M.

Approved: _____

Attest: _____

Raymond Schmidlin, Chairman