

Lyndhurst, Ohio
September 13, 2018

The Civil Service Commission of The City of Lyndhurst met in Regular Session on Thursday, September 13, 2018 at 8:30 a.m. in the Conference Room of the Lyndhurst Municipal Center, 5301 Mayfield Road.

Members Present: R. Schmidlin, Chairman
S. Franks, R. Sweeney

Others Present: C J White, Secretary
R Porrello, Chief of Police
M Carroll, Fire Chief
P Rhode, Executive Lieutenant, Police Department
Civil Service Representatives and Members of the Safety Forces of The
Cities of South Euclid, Mayfield Heights

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the reading of the minutes of the Regular Meeting held Thursday, April 12, 2018, copies of which were sent 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.

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the reading of the minutes of the Special Meeting held Tuesday, July 10, 2018, copies of which were sent 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.

Review Rule III, Section 3, Applications. Cost of submitting applications for the Police and Fire Entrance Exams.

Currently, the cost of submitting an application for a Civil Service entrance exam is \$20.00. Chief Carroll asked that it be increased by \$5 to be more in line with neighboring cities. Chief Porrello concurred.

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that legislation be drafted by the Law Director to amend Rule III, Section 3, to increase the cost of the application for police and fire department entrance exams to \$25.00.

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

Motion carried.

Two letters of correspondence from Mayor Ward

“August 23, 2018

Lyndhurst Civil Service Commission
Lyndhurst Municipal Center
5301 Mayfield Road
Lyndhurst OH 44124

Commissioners:

Please accept this letter as my request to commence the steps necessary to conduct an examination for the establishment of eligibility lists for the positions of Patrol Officer, Sergeant, Lieutenant and Chief in the Lyndhurst Police Department.

Sincerely,

//S//

Patrick A. Ward
Mayor

PAW:cjw

c: Chief Porrello”

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the Secretary be directed to commence the steps necessary to conduct testing for an entrance exam, lieutenant exam, sergeant exam and chief exam to establish eligibility lists in the police department.

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

Motion carried.

“August 29, 2018

Lyndhurst Civil Service Commission
Lyndhurst Municipal Center
5301 Mayfield Rd
Lyndhurst OH 44124

Commissioners:

Please accept this letter as my request to commence the steps necessary to conduct an examination for the establishment of an eligibility list for the position of firefighter.

Sincerely,

//S//

Patrick A. Ward
Mayor

PAW:cjw

c: Chief Carroll”

Joint Meeting regarding the upcoming Joint Fire Entrance Exam.

Chief Carroll stated that this topic was heard and discussed at the Regular Meeting held in April of this year. He explained that the entrance exam given two (2) years ago was conducted along with The City of Pepper Pike, and it was a great success, with no difficulties in the process. He further stated that Lyndhurst along with the other four (4) cities were invited today; South Euclid, Highland Heights, Mayfield Heights and Pepper Pike with some representatives of those cities present.

Chief Carroll further explained that a draft participation agreement was drawn up stating the responsibilities, the purpose, and procedure for all participating cities to sign. He further stated there will be one central location for candidates to drop off applications, which will be Lyndhurst. Each city would add in their own extra credit points, then certify the scores.

The draft agreement was discussed and modified.

Discussion continued on choosing a testing company. In anticipation of the contacting the various testing companies, Chief Carrol presented a quote from Personal Selection Services and Ohio Fire Chiefs’ Association. It is the Commissions’ intent to give a broad, general knowledge test, instead of fire specific, and therefore, it was recommended that Personal Selection Services be contacted for available dates for giving the entrance exam.

Chief Carroll stated that he would make the recommended changes to the participation agreement, and forward to each city’s Civil Service Chair for signature.

In regards to the upcoming testing for the police department in all ranks, Chief Porrello recommended that the entrance exam be given in November, the Chief’s test be given in February, and Sergeant’s test and Lieutenant’s test be in March and April of next year.

The Commission concurred with the recommendations of Chief Porrello.

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.

Motion carried, meeting
adjourned at 9:40 a.m.

Ray Schmidlin, Chairman

Approved: _____

Attest: _____