

February 9, 2017

Lyndhurst, Ohio  
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The Civil Service Commission of the City of Lyndhurst met in Regular session on Thursday, February 9, 2017, in the Conference Room of the Lyndhurst Municipal Center, 5301 Mayfield Road.

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

Others Present: P T Murphy, Director of Law  
C J White, Secretary  
M Carroll, Fire Chief  
R Porrello, Police Chief  
P Rhode, Executive Lieutenant, Police Department

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the reading of the minutes of the Regular Meeting held Thursday, September 8, 2016, 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.

### **Discuss Background Check Disqualifiers**

Chief Porrello submitted a letter to the Commission and included with that letter are qualifications and automatic disqualifiers for original appointment from the City of Columbus. He explained his concern with the amount of applicants that have criminal records and feels that if these disqualifiers are in the documents distributed to the applicants prior to the original appointment test, it would alleviate a lot of time and money. He further stated it is increasingly difficult to maintain the standards of the department.

Mr. Franks stated that it is his understanding that there is case law that prohibits asking criminal history on an application.

Chief Porrello asked if there was possibly an exception for law enforcement personnel.

It was discussed that the disqualifiers be stated in the information packet or the ad, instead of asking on the application.

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that this item be tabled pending further study.

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

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Motion carried.

**Correspondence from Mayor Ward**

The following was read by Mr. Schmidlin:

“January 24, 2017

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

Commissioners:

This is to advise that the Lyndhurst Fire Department will have positions available for one firefighter, one lieutenant and one captain.

Therefore, I am hereby notifying you of the positions to be filled and requesting that you certify to me the names and addresses of individuals from the original appointment eligibility list for the Lyndhurst Fire Department.

Also, please accept this letter as my request to commence the steps necessary to conduct promotional examinations for the establishment of Lieutenant and Captain in the Lyndhurst Fire Department.

Sincerely,

Patrick A. Ward  
Mayor

PAW:cjw

c: Chief Carroll”

Chief Carroll stated that a captain will be retiring in the spring of 2018, and he would like to have a certified promotional list in place prior to that vacancy. He further stated he would like to see the promotional test given in the fall of this year, and that the process for hiring from the original appointment list begin in the fall as well.

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It was moved by Mr. Schmidlin, seconded by Ms. Sweeney to proceed with the steps necessary to conduct promotional exams in the fire department for the establishment of lieutenant and captain. This process to take place in the fall.

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

Motion carried.

It was moved by Mr. Schmidlin, seconded by Mr. Franks that the secretary contact no less than six (6) and no more than ten (10) candidates from the original appointment list for their interest in the Lyndhurst Fire Department. This process is to begin in the fall.

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 meeting be adjourned.

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

Motion carried, meeting  
adjourned at 8:55 a.m.

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Ray Schmidlin, Chairman

Approved: \_\_\_\_\_

Attest: \_\_\_\_\_