

MINUTES OF THE REGULAR MEETING  
OF THE CIVIL SERVICE COMMISSION  
JANUARY 6, 2025

The regular meeting of the Civil Service Commission was called to order on January 6, 2025, at 4:36 p.m. in the Council Chamber with Chairman Polinko presiding.

Present: Chairman John Polinko, Vice-Chairman Richard Tayek, and Secretary William Albrecht.

Also Present: Mayor Mark Spaetzel, Fire Chief Jeremy Betsa, Police Chief Vince Molnar, HR Director Lynn Kernya, Councilman Geoff Smith, and Valerie Rosmarin.

1. Approval of Minutes

Motion: Chairman Polinko moved to approve the minutes of December 2, 2024. Seconded by Secretary Albrecht. Motion passed 3-0.

2. Fire Department

- Firefighter/Paramedic Eligibility List

Chairman Polinko referenced emails from Thomas Gerent, Michael Kovacek, and Kevin Laux requesting their removal from the eligibility list.

Motion: Chairman Polinko moved to remove Thomas Gerent, Michael Kovacek, and Kevin Laux from the certified Firefighter/Paramedic Eligibility List effective November 7, 2024, to November 6, 2025. Seconded by Vice-Chairman Tayek. Motion passed 3-0.

Action: Fire Chief Betsa will receive the applications of the next eligible candidates.

3. Police Department

- Police Officer Eligibility List

Chairman Polinko referenced the voluntary removal request of Zachary Zweifel and removal based on the age requirement of Brian Kovach.

Clerk Rosmarin stated that Candidate Brian Kovach attained the age of 41 in December, and he is no longer eligible for consideration for an original appointment based on the maximum age requirement referenced in Civil Service Rule 14, Section B(1).

Police Chief Molnar informed the Commission that Mr. Zweifel is currently employed

at a hospital and does not want to pursue a position with the City.

Regarding Mr. Kovach, Police Chief Molnar confirmed that entry-level candidates must be 41 years of age at the time of appointment, and Mr. Kovach is no longer eligible. Lateral candidates can be 50 years of age with prior experience.

Motion: Chairman Polinko moved to remove Zachary Zweifel and Brian Kovach from the certified Police Officer Eligibility List effective June 3, 2024, to June 2, 2025. Seconded by Secretary Albrecht. Motion passed 3-0.

- Police Dispatcher/Records Clerk Exam Update

Clerk Rosmarin reported that the exam notice was posted on Cleveland.com and Indeed.com and published in *West Life News*. Two applications have been received. The exam is scheduled for Wednesday, January 29, 2025, at 6 p.m. at the Avon Lake Public Library.

- Police Chief and Police Lieutenant Promotional Exams

Chairman Polinko referenced the draft promotional exam announcements. Clerk Rosmarin reported that the written exams for both positions have been scheduled for Wednesday, February 26, 2025, at 9 a.m. at the Lake House, and the study materials have been selected. She intends to distribute the announcement to the following eligible candidates:

- (a) Police Chief - Lts. Fran Tibbitts, Jim Valencic, and Caleb Robinson.  
The minimum requirement for Police Chief is one year of service as a Lieutenant. Because Lt. Les Carrender was appointed on August 27, 2024, he is not eligible.
- (b) Police Lieutenant - Sgts. Justin Ludwig, Anthony Fabrizi, and Troy DeScenzo. The minimum requirement for Police Lieutenant is one year of service as a Sergeant. Because Sgt. Andrew Robinson was appointed on April 2, 2024, and Sgt. Timothy Schleicher was appointed on August 27, 2024, they are not eligible.

The Assessment Center has not been confirmed, but a quote was requested.

Police Chief Molnar stated that Pradco and Ohio Association of Chiefs of Police (OACP) were interviewed. Pradco conducts psychological assessments and has conducted assessments for past Police Chief and Police Lieutenant promotions. OACP offers a practical-based assessment, and their fees are less than Pradco. Also, Pradco failed to abide by the anonymity clause in the Civil Service Rules in past Police Lieutenant assessments.

HR Director Kernya stated that she, Mayor Spaetzle, and Police Chief Molnar saw the

benefits of both types of assessments, but the practicality of OACP's process was most important to all.

Mayor Spaetzel stated that he has been through the OACP process. It is very lengthy and stressful, but very practical. OACP will gear the assessment toward the experiences, issues, and concerns the candidates have in Avon Lake.

Clerk Rosmarin stated that she reviewed past assessments with OACP to gauge their fees, and the Police Sergeant assessment was \$5,900 for up to six candidates. Whereas, Pradco quoted \$4,100 per candidate for the Police Chief and Police Lieutenant assessments. The Commission approved the costs for the written exam with Clancy & Associates but did not approve the vendor for the Assessment Center or its costs.

Action: The Commission agreed to approve OACP as the vendor for the assessments at their next meeting after a contract has been received and fees have been determined.

#### 4. Civil Service Commission Clerk

Motion: Secretary Albrecht moved to delegate the Clerk and Secretary duties to Valerie Rosmarin. Seconded by Vice-Chairman Tayek. Motion passed 3-0.

The meeting adjourned at 4:56 p.m.

*/s/ Valerie E. Rosmarin*

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Valerie E. Rosmarin, Civil Service Clerk

