



SHAKER HEIGHTS

Civil Service Commission Agenda Via Conference - Zoom Day, Date, Time

This meeting is being held remotely (Zoom) pursuant to Chapters 113 and 115 of the Codified Ordinances (as amended in Ordinance 22-28), and Resolution 22-29, enacted on March 22, 2022.

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Password: 33553400; Description: Civil Service Commission; or join by phone at 833-548-0282 (toll free); Webinar ID: 860 8457 1942, International numbers available at <https://us06web.zoom.us/j/86084571942>

1. Approval of 4/14/23 Meeting Minutes

Documents:

[MINUTES 4-14-23.PDF](#)

2. Certify Fire Lieutenant Eligibility List

Documents:

[EXHIBIT A - CIVIL SERVICE COMMISSION MEMO 4-19-23.PDF](#)

3. Next Meeting

To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.



SHAKER HEIGHTS

**Civil Service Commission Minutes
Via Zoom Webinar
Friday, April 14, 2023 at 9:00 A.M.**

Members Present: Sandra I. Kiely, Chairperson
Ronald Fountain, Commissioner
Sandra Middleton, Secretary and Director of Human Resources

Others Present: Jeri Chaikin, Chief Administrative Officer
Jeffrey DeMuth, Chief of Police
Patrick Sweeney, Chief of Fire
Tim Grafton, Police Sergeant

The meeting was called to order by Chairperson Kiely Kolb at 9:00 a.m.

Approval of December 16, 2022 Meeting Minutes

The December 16, 2022 meeting minutes were unanimously approved.

Update on Fire Lieutenant Exam

Chief Sweeney stated the written examination was completed and there were no protests. The assessments, which accounts for 60% of the score, were completed this week at Corporate College. The panel of assessors were impressed with the candidates as a whole. Scores were received and are being reviewed. The commission will meet again soon to certify that list.

Update on Police Lateral hiring

Lieutenant Kohanski stated they are looking at the top 20 candidates which are in background phase, have been interviewed, or are scheduled to be interviewed. There are currently a total of 71 candidates remaining on the eligibility list. There are two job fairs coming up where he hopes to recruit additional qualified applicants.

Chief Hudson stated there is a push to hire qualified minorities, but we will not sacrifice quality for quantity. There are currently 10 openings and three retirements are anticipated.

Sandy Middleton stated that one offer was made and he met all of the conditional qualifications. This person is a minority candidate.

Executive Session to recommend the removal of the following candidates from Police Lateral Eligibility List

Sandy Middleton stated that Brandi Brown voluntarily removed her name from the eligibility list. The only remaining name to be removed is Isaac Jones.

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Lieutenant Kohanski requested permission from the commission to remove Isaac Jones from the eligibility list. He explained that the candidate was arrested in front of the Shaker Heights Police Station on February 8, 2023.

William Gruber asked for clarification that he was informed his name would be removed and he was invited to this meeting and informed of his right to appear. Sandy Middleton confirmed that.

The commission approved removal of Isaac Jones from the eligibility list.

Next Meeting

The commission will meet to certify the Fire Lieutenant Eligibility List on April 19 at 3:00 p.m. via Zoom.

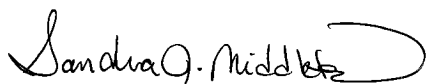
Chairperson Fountain asked for a report of the diversity profile of the current Police Department.

CAO Jeri Chaikin stated there is a proposed charter amendment and the City may be calling on the commissioners to inform residents of the issues. The amendment would be detrimental to the City. William Gruber invited the commissioners to call him or the Chief with any questions.

Commissioner Kiely Kolb stated she read that a greater amount of African Americans are being ticketed versus the population. She asked how many people that are ticketed are Shaker residents or are passing through. Chief Hudson stated that it was reported that 71% of the tickets go to African Americans although the population of African Americans in Shaker is 36%. In reality, it is 69% of the tickets go to African Americans. Regarding tickets issued, 16% are Shaker residents, and of that 16%, only half of those are African American Shaker residents. Additionally, tickets can be broken down by zone, and we know that a majority of our tickets come from zone 4 where we have a majority of our population and a majority of our calls for service. Zone 4 is the southwest corner of the city.

Commissioner Fountain stated that the argument for the charter amendment is based on emotional misinformation and the long term effects would be detrimental to the citizens of Shaker Heights. Chief Hudson stated that this amendment as a whole does not exist anywhere else in the United States; there are pieces and parts of other documents put together. William Gruber stated that the amendment proposes that social workers be the individuals issuing tickets. Chief Hudson stated that they recently had to take three loaded weapons from teenagers, and we need people that are equipped to deal with those kinds of situations. Commissioner Fountain stated that the data does not support what the amendment proposes.

Chairperson Kiely adjourned the meeting at 9:32 a.m.



Sandra Middleton, Secretary
Civil Service Commission



Memorandum

To: Members of Civil Service Commission
From: Sandra Middleton, Director of Human Resources
cc: Mayor David E. Weiss
Chief Administrative Officer Jeri E. Chaikin
Date: April 17, 2022
Re: Certification of Fire Lieutenant Eligibility list

On March 25, eleven (11) Firefighters/Paramedics took a written examination as part of the Fire Lieutenant promotional process. The examination was developed and administered by Ohio Fire Chiefs. The examination consisted of 155 questions from books on the reading list. No protests were received during the 15 day protest period. The test score from the written examination was 40% of the overall score for each candidate. The written examination scores ranged from 119 to 142 out of 155 questions; the mean was 131.54. All eleven Firefighters/Paramedics advanced to the assessment center portion of the examination process.

On April 11, 2023 six Firefighters/Paramedics reported to Corporate College in Warrensville Heights for the assessment center portion of the Fire Lieutenant Examination process. The other five candidates reported on April 12, 2023. The assessment center ran for approximately 4 hours each day. Each session consisted of the candidates participating in five (5) exercises. The exercises include administrative skills, fire tactical scenario, qualifications exercise, personnel issue and an oral presentation. The assessment center was 60% of the overall score for each candidate.

The overall scores were converted to a percentage. The Firefighters/Paramedics final scores are ranked by percentage to produce the Fire Lieutenant Eligibility List. The rankings range from 73.58% to 91.40%.

It is recommended that the Civil Service Commission certify the Fire Lieutenant Eligibility List.