

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING FEBRUARY 19, 2019**

CALL TO ORDER: The meeting was called to order at 6:31 P.M.

ROLL CALL:

Present were Chairman Nicholas Ciofani, Co-Chairman Michael Crevda and Secretary James Yost.

Also present were Assistant Law Director Toni Morgan and Recording Secretary Michelle Owens.

It was moved by Ciofani and seconded by Crevda to amend the agenda to add Mr. James Yost to the position of Secretary.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

There was brief discussion surrounding the addition of Secretary Yost; whether further action was needed by the Commission. There being no action, the meeting moved forward.

MINUTES:

Chairman Ciofani asked for any discussion on the minutes of January 15, 2019. He addressed Secretary Yost for comment. No discussion was offered.

It was moved by Crevda and seconded by Ciofani to approve the minutes of January 15, 2019 as presented.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

REPORTS:

Chairman Ciofani noted the correspondence from Assistant Law Director Morgan regarding the Fire Promotional Examination.

Assistant Law Director Morgan addressed Chairman Ciofani to provide an explanation of the correspondence. She stated her intent was to outline any considerations relating to the promotional examination and to educate both herself and the Commission on the examination process. She requested that they address any mistakes or oversights.

Chairman Ciofani asked if it was necessary that Commission members take any action.

Assistant Law Director Morgan responded that it was provided only as information.

Chairman Ciofani asked for any comments regarding the correspondence.

Co-Chairman Crevda asked about time frames for each category listed.

Assistant Law Director Morgan answered that some do specify a time frame. She stated that candidates need to be given a certain amount of time to study. Following the written exam, a certain amount of time is provided for a protest period; then the assessment is scheduled. She stated some do not have a time frame but must be taken into account when establishing a schedule.

Secretary Yost asked if these will be included in the calendar of events.

Recording Secretary Owens responded that she has tentative dates but is waiting for the confirmation from Ohio Fire Chiefs' Association. She stated that she has a draft calendar for each potential exam date, but a final calendar depends on the testing company.

Assistant Law Director Morgan spoke about the mid-July deadline communicated by Fire Chief Reese, which had prompted the outline.

Chairman Ciofani inquired about the Law Department memo in response to a letter from Patrolmen Downing, Metz, Zingale and Stewart following the 2018 Sergeant promotional examination.

Assistant Law Director Morgan stated the letter was written questioning the exam scoring. She stated the Law Department has been in contact with the Patrolmen's representatives and Police Department; that she believed the matter had been resolved. She said Patrolman Downing came to the Law Department around January 15, asking why there was no response to the letter. She stated Law Director Moriarty then directed her to prepare a formal response. She said no action was needed by Commission members but were being made aware of the circumstances; that the Law Department has responded to the letter. She indicated there is potential for a lawsuit.

Chairman Ciofani addressed correspondence from Assistant Law Director Morgan regarding temporary appointments.

Assistant Law Director Morgan noted the recent temporary appointment within the Fire Department. She indicated Ohio Revised Code allows for a temporary appointment period of 120 days. She suggested action by Civil Service Commission to change the Rules and Regulations Rule VIII, Section 6, extending the 30-day temporary appointment period to 120 days. She then proposed a revision to the first paragraph to more closely conform to ORC Section 124.30. She indicated that the Rules and Regulations allow for a longer temporary appointment period as necessitated by sickness or disability; ORC additionally provides exception in the event of an approved leave of absence. She

recommended this be added to the Rules and Regulations.

Chairman Ciofani asked what is required by the Commission to make these changes.

Assistant Law Director Morgan responded it would require a motion.

Secretary Yost asked if the change would require an ordinance and City Council approval.

Assistant Law Director Morgan stated Council approval is not necessary because the change does not differ from ORC; that it would bring the Rules in line with ORC.

Chairman Ciofani asked whether the Police Chief or Fire Chief were aware of the changes being proposed.

Assistant Law Director Morgan responded she has not discussed it with them. She stated the goal of the Law Department, even with the past Law Director, has been to bring the Rules and Regulations in line with Ohio Revised Code. She said the change would be a step in that direction.

It was moved by Yost and seconded by Ciofani to accept an amendment to Civil Service Rules and Regulations, Rule VIII, Section 6, allowing temporary appointments up to 120 days, and adding other approved leave of absence as a condition under which they may be made longer.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Ciofani noted the correspondence from Fire Chief Reese regarding the Fire Promotional Lieutenant Examination content and source material.

Secretary Yost asked about the source material requested by Fire Chief Reese and if the recommended study material comes from the testing agent.

Assistant Law Director Morgan responded that Fire Chief Reese was given an extensive list from which he was allowed to choose.

Secretary Yost referenced the OFCA book list showing the six selected by Chief Reese.

Chairman Ciofani asked if Commission action was needed.

Assistant Law Director Morgan stated the Commission should vote to agree with or approve the material chosen by Fire Chief Reese.

It was moved by Yost and seconded by Crevda to use the six books recommended

by Fire Chief Reese.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

UNFINISHED BUSINESS:

Chairman Ciofani mentioned the calendar of events and tentative examination dates for the Fire Lieutenant Promotional Examination.

Recording Secretary Owens responded that a list of dates was given to the testing agency but that the agency had not yet confirmed. She stated she does have a calendar prepared for each date provided to the testing agency.

Chairman Ciofani asked if there was enough time to wait another month for approval.

Recording Secretary Owens stated that Ohio Fire Chiefs' Association was given some April dates but that the agency is booked until May.

Secretary Yost asked if department need is determining the timeline; if that need is soon. He stated they need to go by department need and he believes the need is sooner.

Recording Secretary Owens stated Fire Chief Reese wants someone in place by mid-July.

Chairman Ciofani asked from whom Commission members are waiting to hear.

Recording Secretary Owens stated that she has everything needed to schedule the exam but is waiting for a response from the agency with a date that works for them.

The Commission members spoke about calling a special meeting to approve the calendar of events and examination date following confirmation by Ohio Fire Chiefs' Association.

It was moved by Ciofani and seconded by Crevda to table discussion of the Fire Promotional Lieutenant Examination calendar of events and examination dates, pending a response from Ohio Fire Chiefs' Association.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

NEW BUSINESS:

Chairman Ciofani noted recertification of the Firefighter-Paramedic Entrance Eligibility Top 10 List due to requests for removal. He asked for comment from Commission members. No discussion was offered.

It was moved by Ciofani and seconded by Crevda to recertify the Firefighter-Paramedic Entrance Eligibility Top 10 List due to requests for removal.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Ciofani mentioned recertification of the Patrolman Class C Entrance Eligibility Top 10 List due to request for removal. He asked for discussion from the Commission. No discussion was offered.

It was moved by Ciofani and seconded by Crevda to recertify the Patrolman Class C Entrance Eligibility Top 10 List due to requests for removal.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Ciofani asked if there was any other business. No discussion was offered.

ADJOURNMENT:

Chairman Ciofani announced the next regular meeting scheduled for March 19, 2019, with the possibility of calling a special meeting prior to this date.

It was moved by Ciofani and seconded by Crevda to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

The meeting was adjourned at 6:47 P.M.



Chairman, Nicholas Ciofani



Recording Secretary, Michelle A. Owens

March 19, 2019

Date Approved