

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING JANUARY 15, 2019**

CALL TO ORDER: The meeting was called to order at 6:34 P.M.

ROLL CALL:

Present were members Nicholas Ciofani and Michael Crevda.

Absent was member James Yost.

Also present were Assistant Law Director Toni Morgan, Fire Chief John Reese and Recording Secretary Michelle Owens

ELECTION OF OFFICERS:

Member Ciofani opened nominations for Chairman.

Member Crevda nominated member Ciofani for the position of Chairman.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Chairman Ciofani opened nominations for Co-Chairman.

Chairman Ciofani nominated member Crevda for the position of Co-Chairman.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Chairman Ciofani announced that the position of Secretary will remain vacant, noting that the Commission currently consists of two officers. He requested notification be given to the Mayor and City Council regarding the vacancy so an appointment can be made.

MINUTES:

It was moved by Ciofani and seconded by Crevda to approve the December 18, 2018 minutes as presented.

MOTION CARRIED

REPORTS:

Chairman Ciofani acknowledged receipt of the Temporary Assignment to Lieutenant from Fire Chief Reese.

Chairman Ciofani noted the correspondence from Assistant Law Director Morgan

regarding temporary appointments. He deferred to Assistant Law Director Morgan, asking if she had any further comments.

Assistant Law Director Morgan stated that, for the next meeting, she intends to provide a proposed amendment which would bring the Civil Service Commission Rules and Regulations in line with Ohio Revised Code. She stated that a major difference is that the Commission's Rules and Regulations provide for temporary appointments in 30-day increments; Ohio Revised Code allows up to 120 days.

Chairman Ciofani asked if the Commission would require an action or letter from Chief Reese every 30 days, if there is no permanent appointment.

Assistant Law Director responded that the Rules and Regulations seem to provide an exception in the event of illness; that the temporary appointment can continue during the illness.

Chairman Ciofani asked if it could continue indefinitely.

Assistant Law Director Morgan answered yes. She then stated that the end of this rule seems to contradict this, which is the reason it needs to be fixed.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Chairman Ciofani noted the Patrolman Class C Entrance Eligibility List and certification of the top 10 names from this list.

Co-Chairman Crevda stated that candidates were assigned identification numbers; that names had not yet been provided to the Commission.

Chairman Ciofani stated he assumes this was done for a reason. He mentioned that names had been provided in the past.

Assistant Law Director Morgan stated that the Commission is entitled to see the names, if preferred. She asked if there was another list with names.

Chairman Ciofani stated that it doesn't matter to him.

Co-Chairman Crevda stated he has no preference.

The Patrolman Class C Entrance Eligibility List and Top 10 Eligibility List were provided to the Commission by Recording Secretary Owens.

Assistant Law Director Morgan requested a copy of the finalized lists.

Copies of both lists were provided by Recording Secretary Owens to Assistant Law Director Morgan.

Assistant Law Director Morgan then addressed the Civil Service application, which states college transcripts are to be provided within a sealed envelope. She stated there is no rule requiring this; that there is no indication as to how it had been included in the application or the purpose behind doing so. She stated, because this isn't addressed in the Rules and Regulations, credit was given to the two candidates who provided unsealed college transcripts. She mentioned a discussion between her and Law Director Moriarty in which he agreed that, by providing unsealed college transcripts, none of the Civil Service Rules and Regulations had been broken; if challenged in court, the candidates had substantially complied.

Chairman Ciofani asked if this is something the Commission can address, whether by a change in language or a proposal by the Commission.

Assistant Law Director Morgan responded that it can be changed on the application with a motion by the Commission; because this is not a change to the Rules and Regulations, it is discretionary and can be done now.

Co-Chairman Crevda stated that, in cases he's seen in the past, it's typically standard that transcripts are sealed.

Assistant Law Director Morgan suggested a change to the Rules and Regulations so it can be enforced, should the Commission want to require sealed transcripts.

Chairman Ciofani asked if this change would take effect for the next exam.

Assistant Law Director Morgan responded that she will bring a rule before the Commission, if they are requesting this change.

Chairman Ciofani asked about standard practice regarding college transcripts.

Co-Chairman Crevda responded that they are usually sealed by the provider so the document can't be manipulated.

Assistant Law Director Morgan reiterated that this be made a rule rather than just something included on the application, which can be easily challenged.

Chairman Ciofani clarified that, by making this a rule, someone who provides unsealed transcripts would not get credit.

Assistant Law Director Morgan confirmed. She stated the candidate would lose five extra credit points.

Co-Chairman Crevda asked more about legal standards.

Assistant Law Director Morgan responded that substantial compliance is the standard, if you substantially comply. She restated that this isn't a rule, so the candidates completely complied with all the rules; they just didn't do what the directions indicated.

Co-Chairman Crevda clarified that unsealed is considered substantial compliance.

Assistant Law Director Morgan responded yes, in this case. In the absence of a rule requiring sealed transcripts, unsealed transcripts were accepted for two candidates. She stated that, if the Commission wants them sealed, she'll provide them with a new rule on which they can vote at an upcoming meeting. She asked Commission members if this works for them.

Chairman Ciofani answered yes. He then asked about final scores and whether any calculation issues were uncovered.

Assistant Law Director Morgan responded that all calculations were checked.

Chairman Ciofani acknowledged. He asked if there were any further questions. No discussion was offered.

It was moved by Ciofani and seconded by Crevda to approve the Patrolman Class C Entrance Eligibility List and certify the top 10 names from this list.

MOTION CARRIED

Fire Chief Reese addressed the Commission regarding recertification of the top 10 candidates from the Firefighter-Paramedic Eligibility List. He stated that the most recent list he has is dated April 16, 2018; that this list includes four candidates who have been hired by the North Ridgeville Fire Department or elsewhere.

Assistant Law Director Morgan asked if there were more names that could be certified.

Recording Secretary Owens stated she would follow up and provide the most recent list to Fire Chief Reese.

Fire Chief Reese stated the department has three positions to fill. He asked about the number of candidates that can be certified if they anticipate hiring three people.

Assistant Law Director Morgan responded that only 10 names can be certified at a time. She stated she will confirm this is the most recent list.

Chairman Ciofani noted the Fire Lieutenant Promotional Examination. He referenced the agency pricing data provided to Commission members, noting the cost estimates for each. He asked Fire Chief Reese about the agency used in the past; what he's liked or disliked.

Fire Chief Reese responded that he sees the best results with Pradco. He stated that Pradco is used for entrance interviews and that they recently updated their performance evaluations.

Assistant Law Director Morgan asked if this is for the written exam.

Fire Chief Reese answered this is for the assessment section. He stated Pradco has been great. He did not indicate a preference for the written portion of the exam, but stated Ohio Fire Chiefs' Association had been used for the last exam; everyone seemed happy with them.

Co-Chairman Crevda stated that, based on the recommendation from Fire Chief Reese, the total cost to administer the Fire Lieutenant Promotional Exam would be within budget at \$40,167.

It was moved by Crevda and seconded by Ciofani to approve Pradco for the promotional assessment exam and Ohio Fire Chiefs' Association for the written exam.

MOTION CARRIED

Chairman Ciofani addressed the Fire Promotional Examination calendar of events and date. He asked Fire Chief Reese about his timeline.

Fire Chief Reese responded that, if the Paramedic levy with increase passes, there would be three promotions to Fire Lieutenant by the second week of July.

Chairman Ciofani asked when the exam would need to be scheduled.

Assistant Law Director Morgan stated the process takes about 3 months.

Chairman Ciofani asked about potentially scheduling the exam for March or April 2019.

Co-Chairman Crevda stated no later than the end of March.

Assistant Law Director Morgan suggested a review of timeframes and calendars from previous exams. She mentioned, preparing a list that shows when everything – such as advertising – has to fall into place.

Recording Secretary Owens stated, for Fire Promotional Examinations, notice is required 30 days in advance.

Assistant Law Director Morgan stated that there are several items to consider when developing a timeline, citing notice and advertising.

Chairman Ciofani asked about developing a timeline; whether a decision for the exam

date is needed today or if the Commission can table the motion until the next meeting. He stated that, if scheduling the exam for the end of March, notice would need to be given by end of February. He asked if a decision made at the February meeting would allow for completion by mid-July.

Assistant Law Director Morgan stated they would need to work backwards from mid-July about 90 days. She believed there should be enough time.

It was moved by Ciofani and seconded by Crevda to table the discussion of the Fire Promotional Examination date until the next regular meeting on February 19, 2019.

MOTION CARRIED

Fire Chief Reese stated there should be good turnout for the Promotional Exam. He mentioned the assessment center will add to the timeline. He stated there are individual assessments, which will take about a month.

Co-Chairman Crevda responded, to be safe, they need to look at a 120-day timeline.

Assistant Law Director Morgan asked whether candidates have to pass the written portion prior to the assessment.

Fire Chief Reese answered yes.

Chairman Ciofani stated, at the next meeting, the Commission will approve the date; within the week or the following week, make the notice. He noted specific items to consider when creating a timeline for the exam. He asked, by advertising then scheduling the exam for a month later, if that's the 30 days needed to study.

Fire Chief Reese asked what was meant by advertising.

Co-Chairman Crevda stated newspapers.

Fire Chief Reese responded this exam is internal only; that it's not given to outside applicants.

Assistant Law Director Morgan asked if this is by rule or if this is included in the contract.

Fire Chief Reese answered that candidates would need to be in the department in order to get promoted; that it is not in the contract.

There was brief discussion about the International Association of Firefighters Agreement relating to eligible candidates and weighting of scores. It was noted these items would be addressed at the next Civil Service Commission meeting.

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

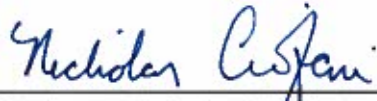
ADJOURNMENT:

Chairman Ciofani announced that the next regular meeting is scheduled for February 19, 2019.

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

MOTION CARRIED

The meeting was adjourned at 6:56 P.M.



Chairman, Nicholas Ciofani



Recording Secretary, Michelle Owens

February 19, 2019
Date Approved