

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – MONDAY, MARCH 4, 2024**

**CALL TO ORDER:**

The meeting was called to order at 5:00 PM.

**ROLL CALL:**

Present were Secretary Amie Espinosa-Gonzalez, Vice-Chairman Sam Spann and Chairman Donald Schiffbauer. Also present were Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

**APPROVAL OF MINUTES:**

**Regular Meeting Minutes of January 22, 2024**

Chairman Schiffbauer asked if the Commission had any questions or revisions regarding the regular meeting minutes of January 22, 2024.

None were given.

Moved by Spann and seconded by Espinosa-Gonzalez to approve the regular meeting minutes January 22, 2024.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**REPORTS:**

**Status update for Police Sergeant, Lieutenant & Captain Promotional examinations.**

Deputy Clerk of Council Wieber explained that the time period for the response to participate in the promotional exams had ended on March 1<sup>st</sup>. She stated that there were two applicants for the Captain's exam, three for the Lieutenant's exam and sixteen for the Sergeant's exam. She mentioned that three of the applicants for the Sergeant's exam were different from the previously given exam. She explained that three chose not to retake the exam and three who had previously not participated were now going to. She discussed that there were 21 candidates for the three exams, which was the exact same number that had taken the previous exam. She stated that earlier that day the tests were sent to Chief Gene Rowe for review and that he would have his review completed prior to the exam date of March 15<sup>th</sup>. She added that depending on protests, if any were filed, and the number of candidates that passed the exam, the assessment portion would possibly be held from the mid to end of April.

**Status update for Police and Fire Entrance Examinations.**

Deputy Clerk of Council Wieber explained that the reason the entrance exams were needed so soon was due the fact that so few candidates participated in the previous exam and made the eligibility list. She stated that at the next meeting she would provide a list of agencies, their costs and a timeline for the

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING – MONDAY, MARCH 4, 2024**

**PAGE 2**

Commission to review. She added that there was one new agency that the Fire Chief wanted them to look at and she would provide that information at the next meeting as well.

**Received Oath of Office for Firefighter Paramedic Nathan Trybus dated November 11, 2023.**

Chairman Schiffbauer stated that the Commission had received the Oath of Office for Firefighter Paramedic Nathan Trybus dated November 11, 2023 and congratulated him on his appointment.

**Received Oath of Office for Firefighter Paramedic Dustin Kattler dated November 11, 2023.**

Chairman Schiffbauer stated that the Commission had received the Oath of Office for Firefighter Paramedic Dustin Kattler dated November 11, 2023 and congratulated him on his appointment.

**Retirement of Police Lieutenant Adam Freas on January 4, 2024.**

**Retirement of Police Captain Kevin Jones on January 20, 2024.**

Chairman Schiffbauer stated that the Commission had received the retirement letters of Police Lieutenant Adam Freas effective January 4, 2024 and Police Captain Kevin Jones effective January 20, 2024.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**Re-certify Firefighter-Paramedic Class C Entrance Eligibility List due to Firefighter appointments.**

Chairman Schiffbauer stated that the Commission had received a copy of the Firefighter-Paramedic Class C Entrance Eligibility List and asked if there were any questions.

None were given.

Moved by Espinosa-Gonzalez and seconded by Spann to re-certify the Firefighter-Paramedic Class C Entrance Eligibility List.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**Certification of payroll by Civil Service Commission (Per Rule I, Section 3).**

Chairman Schiffbauer explained that due to the appointments, the Civil Service Commission would need to certify the payroll. He stated that they had all received a copy of the payroll and asked if there were any comments or questions.

None were given.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING – MONDAY, MARCH 4, 2024**

**PAGE 3**

Moved by Espinosa-Gonzalez and seconded by Spann to certify the payroll.

A voice vote was taken and the motion carried.

Yes – 3          No – 0

Chairman Schiffbauer stated that the next Civil Service Commission meeting was March 25, 2024.

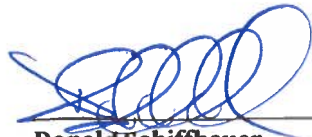
**ADJOURNMENT:**

Moved by Espinosa-Gonzalez and seconded by Spann to adjourn the meeting.

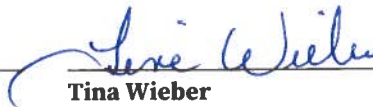
A voice vote was taken and the motion carried.

Yes – 3          No – 0

The meeting was adjourned at 5:05 PM.



**Donald Schiffbauer**  
Chairman



**Tina Wieber**  
Deputy Clerk of Council, Recording Secretary

Monday, March 25, 2024

**Date Approved**