

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – TUESDAY, NOVEMBER 19, 2019**

CALL TO ORDER:

The meeting was called to order at 6:31 PM.

ROLL CALL:

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

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

MINUTES:

Chairman Ciofani asked for discussion on the minutes of the regular meeting of Tuesday, October 15, 2019. No discussion was offered.

It was moved by Yost and seconded by Crevda to approve the minutes of Tuesday, October 15, 2019 as presented.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

REPORTS:

Ordinance 5679-2019:

(Adopted by emergency on October 21, 2019)

Ordinance title was read.

Chairman Ciofani asked for comments.

Assistant Law Director Morgan explained that the ordinance conforms to what is currently done but that it is not spelled out in the Rules and Regulations. She stated that she would draft a rule for the next meeting based on the ordinance.

Ordinance 5681-2019:

(Adopted on November 4, 2019)

Ordinance title was read.

Chairman Ciofani asked for any discussion. No discussion was offered.

**Law Department Memo Regarding Civil Service Commission Authority to Pass Rules
Contrary to State Law:**

Chairman Ciofani asked for comment from Assistant Law Director Morgan.

Assistant Law Director Morgan indicated that no action was required by Commission members. She explained that, for rules conflicting with ORC, the Charter contains language allowing City Council to approve an ordinance, which can then be adopted by the Civil Service Commission. She stated that Council approval is not required for rules conforming to ORC.

Chairman Ciofani asked for discussion from members.

Police Captain Promotional Examination:

Recording Secretary Owens stated that, of the five eligible for promotion, four candidates that had taken the exam on Friday, November 15, 2019, which was administered by National Testing Network. She stated that results had not yet been received.

There was discussion regarding feedback on the exam. It was noted that this exam was the first to utilize National Testing Network.

Chairman Ciofani felt it would be helpful to gather feedback from candidates since this was not their first time through the promotional exam process. He indicated that he wanted to make sure this was a viable option for future exams and not detrimental to candidates. He asked for any other comments or discussion. No discussion was offered.

Letter from Chief Reese Regarding Lieutenant Ralph Conte:

Chairman Ciofani asked for any discussion.

Co-Chairman Crevda asked about the information that had been redacted.

Recording Secretary Owens explained that she was uncertain as to whether or not the inclusion of the redacted information would be considered a HIPAA violation. She stated that, at the time she had sent out member packets, she did not have that answer and chose not to include it.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Firefighter/Paramedic Entrance Examination:

Chairman Ciofani asked about the options for the written exam.

Recording Secretary Owens stated that she had received an email from Fire Chief Reese indicating that he was okay with whoever the Commission chooses for the exam. She stated that she had only received two quotes: one from Ohio Fire Chiefs' Association and the second from Ohio Department of Public Safety. She commented that Ohio Fire Chiefs' Association had been previously used for the Fire Lieutenant promotional exam. Regarding Ohio Public Safety Exams, LLC, she remarked that a letter had been received earlier in the year with pricing information and that cost estimates were roughly similar. She stated that a significant amount of the cost for the Firefighter/Paramedic entrance examination was for advertising. She indicated that there was no history with Ohio Public Safety Exams, LLC but there was with Ohio Fire Chiefs' Association. She remarked that Ohio Fire Chiefs' Association had been used for the 2018 Firefighter/Paramedic entrance examination and the recent Fire Lieutenant promotional examination.

Secretary Yost commented that he remembered being comfortable with this agency, as they had been used in the past.

Co-Chairman Crevda asked if it was within budget.

Recording Secretary Owens responded that it was.

Chairman Ciofani asked for any further discussion. No discussion was offered.

It was moved by Ciofani and seconded by Yost to approve use of Ohio Fire Chiefs' Association for the written entrance exam for the 2020 Firefighter/Paramedic entrance exam.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Ciofani asked Recording Secretary Owens if she could go over the dates.

Recording Secretary Owens discussed the summary timeline showing the examination dates. She stated that the written examination would take place on Monday, February 10, 2020 at 6:30 PM.

Co-Chairman Crevda asked if Civil Service Commission presence was required.

Recording Secretary Owens responded that it was not.

Chairman Ciofani asked for any other discussion about the calendar of events. No discussion was offered.

It was moved by Crevda and seconded by Yost to approve the calendar of events for the Firefighter/Paramedic entrance examination.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Re-certification of the Firefighter/Paramedic Entrance Top 10 List:

Chairman Ciofani noted the re-certification of the Firefighter/Paramedic entrance top 10 list.

It was moved by Yost and seconded by Ciofani to approve re-certification of the Firefighter/Paramedic entrance top 10 list.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Re-certification of the Police Patrolman Class C Entrance Top 10 List:

Chairman Ciofani noted the Firefighter/Paramedic entrance top 10 list.

It was moved by Yost and seconded by Crevda to approve re-certification of the Police Patrolman Class C entrance top 10 list.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

There was discussion surrounding the potential for special meetings in December due to the Police Captain promotional examination. It was stated that the dates of the special meetings were dependent upon receipt of scores and administration of promotional assessments.

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ADJOURNMENT:

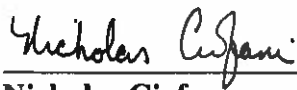
Chairman Ciofani announced the next regular meeting on Tuesday, December 17, 2019.

It was moved by Yost 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 6:44 PM.



Nicholas Ciofani
Chairman



Michelle A. Owens
Deputy Clerk of Council, Recording Secretary

Tuesday, January 21, 2020

Date Approved