

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – MONDAY, MARCH 27, 2023**

**CALL TO ORDER:**

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

**ROLL CALL:**

Present was member Bill Holland, Co-Chairman Sam Spann and Chairman Donald Schiffbauer. Also present were Prosecutor Sean Kelleher and Deputy Clerk of Council Tina Wieber.

**MINUTES:**

Chairman Schiffbauer asked if the Commission had any questions or comments regarding the regular meeting minutes of February 27, 2023.

None were given.

Moved by Spann and seconded by Holland to approve the regular meeting minutes of Monday, February 27, 2023 as presented.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**REPORTS:**

**Presentations by Testing Companies for Entrance and Promotional exams**

The presentations were tabled due to technical difficulty and Chairman Schiffbauer discussed the proposed By-law changes.

**NEW BUSINESS:**

**Initial review of proposed By-law changes:**

**Rule I, Section 6 (f) The order of business for meetings of the Commission shall be:**

Chairman Schiffbauer read the proposed rule change regarding Rule I, Section 6 (f) The order of business for meetings of the Commission shall be as follows:

When a public Civil Service Commission meeting has an audience and a member or members of the audience wishes to speak regarding an item on the Agenda, the Chairperson shall inquire if anyone in the audience wishes to speak and if someone wishes to speak, the Chairperson .. will allow the audience member to speak for a reasonable amount of time in order to inform the Commission of the audience member's opinion or other relevant information. Items on the agenda may be fully discussed on the record. The discussion may occur when the item appears on the Agenda or it may be placed near the end of that meeting. Please note that discussion and questions may be an integral part of such audience

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING – MONDAY, MARCH 27, 2023**

**PAGE 2**

participation; however, audience members are not allowed to essentially cross-examine a Commission member, question a member's integrity or go beyond the reasonable bounds of the issue being discussed.

When a public Civil Service Commission meeting has an audience and a member or members of the audience wishes to speak regarding an item not on the Agenda, the Chairperson presiding over the meeting shall inquire if anyone in the audience wishes to speak and if someone wishes to speak, the person presiding over the Civil Service meeting will allow the audience member to speak for three minutes, with an extension for another three minutes, if the Commission by a voice vote, allows the extension. The person presiding over the Civil Service meeting and other members of the Commission shall not engage in a discussion or a Question and Answer exchange with the audience member. Once the audience member speaks, the audience member will be thanked for the input, and informed that if the audience member wishes to have a full discussion of the matter, the audience member may request that the issue be placed on a regular agenda of the Commission. The Commission may place such item on its agenda, at any subsequent meeting, if the topic, in the judgment of the Commission, is relevant to the work of the Commission. The Commission is under no obligation to place any audience requested item on its agenda. The Chairperson, or any member, or any administration member may request that a relevant item be placed on the agenda.

**Rule VI, Section 5, Completion of Application Blanks – add ORC 1306.06**

Chairman Schiffbauer read the proposed Rule VI, Section 5, Completion of Application Blanks as follows:

Application blanks must be filled out in ink or be typed and shall be completed and signed by the applicant, in his own handwriting, sworn or affirmed to and filed, in the office of the Commission within the time limit fixed by the Commission for the particular examination. Pursuant to ORC 1306.06 electronic signatures and electronic notarization, as well as electronic submission of any application is equally acceptable as a method of submission and of attestation for Civil Service applicants and for Lateral Hires.

**REPORTS:**

**Presentations by Testing Companies for Entrance and Promotional exams**

Presentations were given by testing agencies via video meetings regarding Police Promotional exams as well as entrance exams for Police and Fire.

**NEW BUSINESS:**

Chairman Schiffbauer stated that the Commission had received requests for withdrawal from the Firefighter Entrance Eligibility List dated February 22, 2023 from Fire Chief John Reese for David Ineman, Cody Winland and Zachary Shier Per Rule VII, Section 5(a). He stated that they had also received an Oath of Office for Allen Crawford II.

**Re-certify Firefighter-Paramedic Class C Entrance Top 10 List due to requests for withdrawal.**

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING – MONDAY, MARCH 27, 2023**

**PAGE 3**

Chairman Schiffbauer stated that they needed to re-certify the Firefighter-Paramedic Class C Entrance Top 10 List due to requests for withdrawal. He asked if there were any questions or comments regarding the list.

None were given.

Moved by Spann and seconded by Holland to re-certify the Firefighter-Paramedic Class C Entrance Top 10 List due to requests for withdrawal.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**Re-certify Firefighter-Paramedic Class C Entrance Eligibility List due to requests for withdrawal.**

Chairman Schiffbauer stated that they needed to Re-certify the Firefighter-Paramedic Class C Entrance Eligibility List due to requests for withdrawal. He asked if there were any questions or comments.

None were given.

Moved by Spann and seconded by Holland to re-certify the Firefighter-Paramedic Class C Entrance Top 10 List due to requests for withdrawal.

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 stated that they needed to certify the payroll due to changes in the lists. He asked if there were any questions or comments.

None were given.

Moved by Holland and seconded by Spann to certify the payroll.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**Certify Fire Lieutenant Promotional examination scores and eligibility list.**

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING – MONDAY, MARCH 27, 2023**

**PAGE 4**

Chairman Schiffbauer explained that the Commission needed to certify the Fire Lieutenant Promotional examination scores and certify the eligibility list.

Moved by Spann and seconded by Holland to approve the Fire Lieutenant Promotional examination scores and eligibility list.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**Certify Fire Captain Promotional examination scores and eligibility list.**

Moved by Spann and seconded by Holland to certify the Fire Captain Promotional examination scores and eligibility list.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

Chairman Schiffbauer mentioned that there were members of the Fire Department in attendance.

Moved by Schiffbauer and seconded by Spann to open up the floor for public comment for up to three minutes per individual.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

Steven Acord mentioned that he had some comments regarding Pradco's presentation and the assessors. He stated that at least for the Lieutenant's exam, and he believed the same was for the Captain's exam, that it was the same assessor. He stated that for the Lieutenant's exam, they all met with the same people. He stated that what Pradco had mentioned, he thought would be very helpful, was getting a breakdown of their scores. He stated that they did receive something in the mail that showed their key strengths and their areas that needed improvement. He mentioned that he thought there was another sheet that showed the breakdown of their scores that he thought would be helpful for everyone to try to work on things to improve on in the future. He stated that he wasn't sure if the Commission or the Chief had received it. He remarked that it sounded as if Pradco had offered to come out and explain how they got to the scores that they did. He commented that just listening to people that have gone through the process in the Fire House, that that transparency would be appreciated. He stated that a lot of people just wanted to understand the process and if they were willing to come out and share that, he thought that would be helpful.

Chairman Schiffbauer asked if there was anyone else who wanted to speak.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING – MONDAY, MARCH 27, 2023**

**PAGE 5**

Alex Shear stated that for the written score, on the Civil Service Commission’s website his points were incorrect on the eligibility list for Captain. He stated that it was his score prior to the protested question which would have been 140 and not 139. He stated that it should be 140 after the protested question. He stated that he missed the Pradco informational session but going along with what Mr. Acord said, he thought it would really be appreciated to have them come out and explain a breakdown of the scoring. He stated that he brought along a copy of his assessment and they did breakdown the scoring for the Captain’s exam. He stated that he was unsure why it was different this time around but that the last time for the Lieutenant’s exam he received a breakdown of his score. He stated that he didn’t know if there was any way that the Commission or he could get some information from Pradco because he felt that something on his assessment was incorrectly graded. He stated that on his assessment they had given him a negative score for something that was a positive statement. He stated that it seemed as though it affected his score negatively. He asked if he could get some clarification regarding that.

Deputy Clerk of Council stated that she would reach out to Pradco and possibly the Law Department to check on that.

Chairman Schiffbauer asked if there were any other questions or comments from the Public.

None were given.

**Review the testing agencies and costs for the Police Promotional Exams.**

Moved by Spann and seconded by Holland to choose OACP as the agency to provide the Police Promotional assessment examination.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

Moved by Spann and seconded by Holland to choose NTN as the agency to provide the Police Promotional written examination.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**Approve the calendar of events.**

Moved by Holland and seconded by Spann to approve the calendar of events for the Police Promotional written examination.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**ADJOURNMENT:**

Moved by Spann and seconded by Schiffbauer to adjourn the meeting.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING – MONDAY, MARCH 27, 2023**


**PAGE 6**

A voice vote was taken and the motion carried.

Yes – 3

No – 0

The meeting was adjourned at 6:20 PM.

  
\_\_\_\_\_  
**Donald Schaubauer** *Sam*  
Chairman *Spann*

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

Monday, April 24, 2023  
**Date Approved**