

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – MONDAY, JUNE 26, 2023**

**CALL TO ORDER:**

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

**ROLL CALL:**

Present were member Amie Espinosa-Gonzalez, Co-Chairman Sam Spann and Chairman Donald Schiffbauer. Also present was Law Director Brian Moriarty and Deputy Clerk of Council Tina Wieber.

**MINUTES:**

Chairman Schiffbauer asked if the Commission had any questions or revisions regarding the regular meeting minutes of May 22, 2023.

None were given.

Moved by Spann and seconded by Espinosa-Gonzalez to approve the regular meeting minutes of Monday, May 22, 2023 as presented.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**REPORTS:**

**Correspondence from Fire Chief Reese regarding Michael Quinn Malone.**

Chairman Schiffbauer stated that the Commission had received email correspondence from Chief Reese regarding Michael Quinn Malone being removed from the Firefighter/Paramedic Entrance Examination Eligibility List. He discussed that he had spoken with Chief Reese regarding the reasons why and had no issues with the decision for removal from the list. He asked if there were any questions or comments from the Commission.

None were given.

**NEW BUSINESS:**

**Review changes made to the Police Lateral Hire Application.**

Chairman Schiffbauer stated that the Commission received the Police Lateral Hire application. He explained that the police lateral application was new because lateral transfers were new to the City. He asked if there were any questions or concerns from the Commission.

None were given.

Moved by Spann and seconded by Espinosa-Gonzalez to approve the changes made to the Police Lateral Hire Application.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**Review changes made to the Police Entrance Examination Application.**

Chairman Schiffbauer stated the Commission had received the updated Police Entrance Examination application and that the biggest change was combining two documents into one and asked if that was correct.

Deputy Clerk of Council Wieber stated that that was correct. She explained that a Sergeant, who conducts the police department's background investigation and interviews, came to see her and mentioned that the current application packet and his background investigation questionnaire had duplicate questions with the exception that the background questionnaire asked for more detail regarding the questions and asked additional questions. She mentioned that it was slowing the hiring process as the candidate would fill out the application packet, take written exam, take the agility test and after making the certified list, the Sergeant would call them to come to the department and pick up the background questionnaire, which had the same exact questions as the application packet did, in addition to others, and take it home, fill it out and then bring it back and schedule an interview. She stated that by combining the two forms, a step would be removed and he would be able to just start the background investigations and schedule the interviews right away.

Chairman Schiffbauer asked if there were any questions regarding the application change of combining the two forms. He added that getting rid of duplicity and streamlining the hiring process would be helpful.

Co-Chairman Spann stated that he agreed. He commented that if it helped make the process more efficient and helped the candidates, it was definitely the way to go.

Moved by Spann and seconded by Espinosa-Gonzalez to approve the changes made to the Police Entrance Examination application.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**Re-certify Firefighter-Paramedic Class C Entrance Eligibility List due to request for removal.**

Chairman Schiffbauer stated that based on the correspondence received from Chief Reese, the Commission needed to take action to re-certify the Firefighter-Paramedic Class C Entrance Eligibility List. He asked if the Commission had any discussion regarding the list.

None were given.

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

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**Re-certify Firefighter-Paramedic Class C Entrance Eligibility Top 10 List due to request for removal.**

Chairman Schiffbauer stated that the Commission had received the Firefighter-Paramedic Class C Entrance Eligibility List and asked if there was any discussion regarding it.

None was given.

Moved by Spann and seconded by Espinosa-Gonzalez to re-certify the Firefighter/Paramedic Class C Entrance Eligibility Top 10 List.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

Chairman Schiffbauer stated that the Commission wanted to acknowledge the receipt of a couple of documents regarding the Police Chief.

Law Director Moriarty stated that he was there on behalf of the Administration. He discussed that earlier in the day the Deputy Clerk of Council Wieber received the appeal from the Police Chief concerning a three-day discipline. He explained that the letter from the Mayor giving him the discipline was attached to his appeal. He stated that the question that had come about was whether or not, under the Civil Service Rules for the City, he would be able to actually appeal that to the Civil Service Commission. He discussed that he was asked to make a legal opinion and it was included in what was before Commission for their review as well. He stated that it was a decision that the Commission would have to make, whenever they deemed fit.

Chairman Schiffbauer stated that he appreciated the correspondence and that he knew the timeliness was beyond people's control, but having just received the correspondence, he would feel more comfortable if they came back to a special meeting in the very near future to discuss the appeal request and then make a decision at that time.

Law Director Moriarty stated that that was fine and that probably sooner rather than later the better. He mentioned that if the Chief wanted to appeal the Commission's decision, he may have a certain window in which he could appeal that to the Common Pleas Court. He added that sooner would be better for him to be able to reserve his appellate rights so that he would have everything available to him.

Chairman Schiffbauer stated that he wanted to hear what thoughts the Commission members had regarding that matter.

Co-Chairman Spann stated that he agreed with the Chairman that a special meeting would be appropriate to allow for more time to review all of the correspondence and documents that they received in order to make a more informed decision.

Chairman Schiffbauer stated that in addition to the correspondence, the request by Chief Freeman, the correspondence from the Mayor, that they also received copies of a section of the Rules & Regulations that determined the eligibility for appeal just prior to the meeting. He commented that he, himself, hadn't had a chance to review and was another reason that he suggested that the Commission would come back in the near future to discuss the matter after having a chance to review all of the information.

Member Espinosa-Gonzalez stated that she agreed.

Law Director Moriarty stated that it would also give the Chief an opportunity if he wanted to attend and plead his case and his interpretation of what that section was, he could take that opportunity as well. He mentioned that he wanted to welcome the new Commission Member Amie Espinosa-Gonzalez and thanked the Commission for their service. He stated that he also wanted to make the Commission aware that the Administration, as well as himself and Sergeant Downing, who was one of the people to start the ball rolling, was that they were reviewing the Civil Service Rules as they related to entrance and promotional exams and how the laterals would be interplayed with that. He stated that he just wanted to give the Commission notice that they would be making some changes coming up. He explained that he wanted to give them his information so that if they had any suggestions, they could reach out to him. He added that he wanted them to be aware that they were considering a couple things with the hopes of streamlining the process. He discussed that because of the change in the workforce and workplace as it related to safety forces, they felt that they needed to adopt new policies in order to attract better candidates and for that reason, they were considering being able to bring in laterals for promotional exams as well. He explained that someone could apply for a Lieutenant's job if they were a Lieutenant in another City. He added that there would be discussion as to the issue of longevity and how that would be weighed regarding someone being able to bring their longevity over from the other department or not. He stated that there was an issue regarding longevity and the testing scores. He explained that sometimes they varied and gave an example of a test having 150 points or a test having 200 points possible, that the longevity would have different weights that it gave the number of years. He stated that they were looking into whether or not they wanted to have a set number of test points for all of the exams, whether they were 100 or 150, so that it wouldn't be changing with each exam. He mentioned that he thought it was a problem that the Commission had run into in the past.

Chairman Schiffbauer stated that they had. He explained to new member Espinosa-Gonzalez that there was an eligibility list and candidates were ranked in a certain order. He stated that for police and fire there was extra credit, longevity and that how the scores were calculated by using a testing formula could vary depending on their relation to what the total points of the test score was based on. He commented that

getting to some type of standardization so that it would be a little more clear-cut or uniform, that would be helpful. He mentioned that he appreciated the Assistant Law Director walking him through the mathematics and formulas of the previous one, but that it could use a little work.

Law Director Moriarty stated that currently the eligibility list had the top ten but the Mayor was considering making it the top three. He discussed that it was a rule that a lot of other cities were using, where out of the testing scores, the top three would then go to the Mayor and he would interview them and then he would make a selection from those three. He stated that it was something that was being considered currently as they were looking at what other cities were doing. He mentioned that one of the reasons he was attending the meeting was to let the Commission know that they were looking into some of the procedures and would be making some changes down the road but he wanted to give them his card and if they had any questions or comments, he would be more than willing to take them.

Chairman Schiffbauer asked if the Mayor would be part of the interview process.

Law Director Moriarty stated that he would be the final interview process. He explained that the top three would make the eligibility list and they would be interviewed by the Mayor and then he would make his selection. He stated that it would probably include laterals as well, depending on their scoring. He added that they wanted to make sure that was a possibility as well.

Chairman Schiffbauer stated that if they had gotten through gates one, two and three and were getting to the final one, that they were probably doing something right. He asked how the Commission members felt.

Co-Chairman Spann asked if it wouldn't be the entrance exam but just the promotional and lateral.

Law Director Moriarty stated that that was correct.

Co-Chairman Spann stated that if a promotion were to come up, he would choose from the top three guys, who he felt were the most qualified.

Law Director Moriarty stated that was correct, of the top three.

Co-Chairman Spann stated that he wouldn't have any issue with that. He mentioned that in having an HR background he always wanted the most qualified candidate he could get.

Law Director Moriarty stated that the testing, although it was good and served a purpose, there were other considerations that may come into play and to give the Administration the ability to look at those things would be helpful.

Chairman Schiffbauer commented that he didn't have any problem with that.

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Member Espinosa-Gonzalez stated that she didn't know if three was the right number or would it be two at the Mayor's level. She commented that she didn't know if there was a right number for that.

Law Director Moriarty stated that that was a good point and they would be looking into that.

Chairman Schiffbauer stated that he always liked to know what other cities were doing and that if other municipalities were doing it, that they probably had a number that worked for them as well.

Law Director Moriarty stated that that was where a lot of it was coming from and that they had been talking about some of the things that could be made better for the City of North Ridgeville for that whole process.

Chairman Schiffbauer asked if the Commission would receive those changes at a later date.

Law Director Moriarty stated that he was sure it would be weeks, if not months later. He explained that it would be a process and that he just wanted to attend the meeting to let the Commission know in order to keep everyone apprised of what was going on.

Chairman Schiffbauer stated that the Deputy Clerk of Council would work with the Commission to get a special meeting scheduled for the purpose of the previous topic. He added that the next Regular Civil Service Commission meeting was scheduled for 5:00 PM on Monday, July 24, 2023.


**ADJOURNMENT:**

Moved by Spann and seconded by Espinoza-Gonzalez to adjourn meeting.

A voice vote was taken and the motion carried.

Yes - 3      No - 0

The meeting was adjourned at 5:19 PM.



**Donald Schiffbauer**  
Chairman



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

Monday, July 24, 2023

**Date Approved**