

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – MONDAY, JULY 24, 2023**

**CALL TO ORDER:**

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

**ROLL CALL:**

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

**MINUTES:**

Chairman Schiffbauer asked if the Commission had any questions or revisions regarding the regular meeting minutes of June 26, 2023 or the special meeting minutes of July 11, 2023.

None were given.

Moved by Spann and seconded by Espinosa-Gonzalez to approve the regular meeting minutes of Monday, June 26, 2023 as presented.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

Moved by Spann and seconded by Espinosa-Gonzalez to approve the special meeting minutes of Tuesday, July 11, 2023 as presented.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**REPORTS:**

**Correspondence from Police Captain Kevin Jones regarding future agility testing.**

Chairman Schiffbauer asked if Deputy Clerk of Council Wieber wanted to summarize the email correspondence.

Deputy Clerk of Council Wieber explained that the City was losing out possible candidates because the North Ridgeville Police Department typically only offered one agility exam per entrance exam. She added that regarding this last exam they offered a second date due to poor turn out for the first agility exam. She stated that candidates had more opportunities to take Tri-C and LCCC's agility exams as they were offered four times a month and the Police Department only offered one. She mentioned that the current agility test that the City offered did not account for age or gender but Tri-C and LCCC did. She discussed that the times per task were different based on age and whether they were male or female. She gave the example

of someone being 21 to 29 versus 35 to 40, that they would have different time standards. She added that the standards allowed for a little more time for females versus males in run times, push-up, etc. She commented that other departments accepted Tri-C and LCCC's agility exam.

Chairman Schiffbauer asked how it would impact the scoring methodology.

Deputy Clerk of Council Wieber explained that it would be a pass or fail and they would no longer count the points per exercise. She mentioned that the pass or fail was how the Fire Department already did their scoring.

Co-Chairman Spann stated that they had discussed it a couple meetings previous and thought it was a good idea to give a little more flexibility.

Deputy Clerk of Council Wieber stated that she received many calls asking if the City would accept Tri-C's agility because they wouldn't be able to make our one agility that was offered.

Chairman Schiffbauer explained that the second test date was offered because the results of the written test would not have been available and for applicants that might have been out of the area that didn't want to make unnecessary travel if they didn't do well on the written exam. He stated that that was why the decision was made to offer another testing time and that started the conversation as to why not just use Tri-C or LCCC because of the flexibility.

Chairman Schiffbauer asked what the cost difference was between our agility test and the others.

Deputy Clerk of Council stated that she did not know. She commented that most of the candidates had already taken the Tri-C and were then having to come take North Ridgeville's as well.

Co-Chairman Spann stated that it wouldn't be a cost to the City but a cost for the candidate.

Deputy Clerk of Council Wieber stated that Tri-C's agility was good for one year and LCCC's agility was good for six months.

Co-Chairman Spann stated that the City would be saving money.

Chairman Schiffbauer commented that it would because he didn't know what it cost to put on the agility test.

Member Espinosa-Gonzalez commented that Deputy Clerk of Council Wieber stated that she had gotten many calls and asked if she could gauge how much was many.

Deputy Clerk of Council Wieber stated that she received a call from one female who stated she had already taken the Tri-C agility and couldn't believe that our standards were exactly the same for male and female.

She added that a second female called wanting to know the standards and she was somewhat shocked when it was explained that the Police Department's standards were the same for men and women as she read the standards to her. She mentioned that woman said that other testing agencies didn't have the same exact standards for men and women. She discussed that she sent all three of the agility tests to the Police Captain and Police Chief and said that it was just a thought, but maybe in the future they could move towards accepting Tri-C and LCCC's agility because it appeared they were losing out on candidates and they both agreed. She mentioned that there were a couple calls from two males and several email correspondences from other candidates as well.

**NEW BUSINESS:**

**A letter of resignation from Patrolman James Larkin dated June 13, 2023.**

Chairman Schiffbauer stated that the Commission had received the resignation letter for Patrolman James Larkin dated June 13<sup>th</sup>.

**An Oath of Office for Firefighter Paramedic Luke Smith dated July 5, 2023.**

Chairman Schiffbauer commented that the Commission had also received the Oath of Office for Firefighter/Paramedic Luke Smith dated July 5<sup>th</sup>.

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

Chairman Schiffbauer stated that due to the appointment of Firefighter-Paramedic Luke Smith the Commission needed to re-certify the Firefighter-Paramedic Class C Entrance Eligibility List. He stated that the Commission had received a copy of that list and asked if there were any questions.

None were given.

Moved by Spann and seconded by Espinosa-Gonzalez to re-certify 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 stated that due to the resignation of Patrolman Larkin and the hiring of Firefighter-Paramedic Smith, the Commission would need to certify the payroll. He mentioned that the Commission had received a copy of that list and asked if there were any questions regarding the list.

None were given.

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

A voice vote was taken and the motion carried.

Yes – 3            No – 0

Chairman Schiffbauer stated that there wasn't anyone in the audience and therefore there would be no public comment. He stated that at that time Prosecutor Kelleher entered the meeting and asked if he had any comments for the Commission.

Prosecutor Keller stated that he did not.

Chairman Schiffbauer stated that the next Civil Service Commission meeting was scheduled for 5:00 PM on Monday, August 28, 2023.

**ADJOURNMENT:**

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

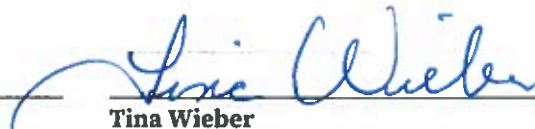
A voice vote was taken and the motion carried.

Yes – 3            No – 0

The meeting was adjourned at 5:10 PM.



**Donald Schiffbauer**  
Chairman



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

Monday, August 16, 2023

**Date Approved**