

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – WEDNESDAY, SEPTEMBER 25, 2023**

**CALL TO ORDER:**

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

**ROLL CALL:**

Present were members Amie Espinosa-Gonzalez and Co-Chairman Sam Spann. Also present were Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

Chairman Donald Schiffbauer was excused.

**MINUTES:**

Co-Chairman Spann stated that the Commission had received the regular meeting minutes of August 28, 2023 and asked if there were any questions or corrections. Hearing no corrections, the minutes were approved.

**REPORTS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**Present updated Rules and Regulations due to amendments to Rules V, VII, VIII, Rule X and Rule XI as approved at the meeting of August 28, 2023.**

**Distribute member copies of Rules and Regulations as adopted August 28, 2023.**

Co-Chairman Spann stated that the Commission had received a copy of the updated Rules and Regulations due to the amendments that were approved at the August 28, 2023 meeting. He asked if there were any questions or comments regarding the Rules & Regulations.

None were given.

Moved by Espinoza-Gonzalez and seconded by Spann to approve the updated Rules & Regulations.

A voice vote was taken and the motion carried.

Yes – 2            No – 0

**A resignation letter dated August 31, 2023 from Firefighter Michael Hein effective September 17, 2023.**

Co-Chairman Spann stated that the Commission had received a resignation letter from Firefighter Michael Hein effective September 17, 2023. He wished him luck on his new employment. He asked if there were any questions or concerns regarding the letter.

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None were given.

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

Co-Chairman Spann stated that due to the resignation of Firefighter Michael Hein, the Commission would need to take action on certifying payroll for the Civil Service Commission.

Moved by Espinoza-Gonzalez and seconded by Spann to certify payroll.

A voice vote was taken and the motion carried.

Yes – 2            No – 0

Co-Chairman Spann asked if there was any additional business to come before the Commission.

None was given.

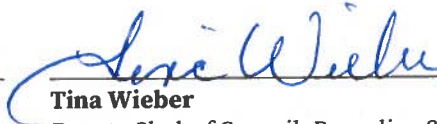
Co-Chairman Spann stated that the next Civil Service Commission meeting was scheduled for 5:00 PM on Monday, October 23, 2023.

**ADJOURNMENT:**

The meeting was adjourned at 5:04 PM.



**Donald Schiffbauer**  
Chairman



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

Tuesday, December 5, 2023

**Date Approved**