

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, NOVEMBER 22, 2021**

CALL TO ORDER:

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

ROLL CALL:

Present were Chairman Michael Crevda, members Donald Schiffbauer and Sam Spann.

Also present were Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

MINUTES:

Chairman Crevda asked for discussion on the minutes of the regular meeting of Monday, October 25, 2021.

Member Schiffbauer stated on page four of the minutes it should state Crevda not Schiffbauer that stated the next meeting date.

It was moved by Crevda to approve the minutes of Monday, October 25, 2021 as presented.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

REPORTS:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

An Amendment to Rule VI, Sec. 2, regarding paramedic certification at the time of appointment.

Chairman Crevda stated that there were materials that were handed out prior to the meeting and explained that at the last meeting on October 25th, there was new language that was introduced to Section 2. He explained that the proposed language states that "applicants for examination for the original appointment to the fire department as a firefighter must have attained the age of 18 on or prior to the date of appointment, must be a graduate of a standard four year high school or equivalent and must show documentation that they are a State of Ohio certified paramedic at or before the time of hire".

Assistant Law Director Morgan explained that the language "must be graduate of a four year standard high school or equivalent" would come up in the next meeting so that part is not technically there yet.

Chairman Crevda stated that that item would be discussed and tabled for the next meeting. He explained that the language that needed to be addressed and approved at the current meeting was at the very end of the paragraph "at or before the time of hire". He further explained that the language was a change as opposed to "at the time of filing the application". He advised that the language was discussed at the previous meeting and the Commission thought it was a good idea to change that language and after thinking about it for the past month he still had no issue with it.

Member Schiffbauer advised that he had no issue with what Chairman Crevda read but that the language was different than what he had in his packet and that the highlighted area was more abbreviated than what was read. He explained that in the packet the members received the language stated "have attained the age of 18 on or prior to the date of hire, must show documentation that they are a State of Ohio Certified Paramedic at the time of hire". He stated that Chairman Crevda read something different.

Chairman Crevda explained that what Member Schiffbauer had read was more abbreviated and that what he added was what the Commission was going to discuss and approve for the next meeting which was "must be a graduate of a standard four year high school or equivalent". He further explained that the key language to focus on in the paragraph was "prior to the date of hire" and "at the time of hire" which would be as opposed to "at the time of filing the application". He asked if there were any questions or comments from the Commission.

Member Spann stated it was discussed at the last meeting and they had come to a good conclusion.

It was moved by Crevda and seconded by Spann to approve the Amendment to Rule VI, Section 2, regarding paramedic certification at the time of appointment, adding the language "at or before the time of hire".

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Crevda stated next on the agenda was to review and discuss the Firefighter/Paramedic Class C Entrance examinations of 2022 and more specifically to approve the calendar of events that were provided to the Commission before the meeting as well as the advertisements and the costs associated with the advertisements in the Chronicle Telegram, Plain Dealer, Cleveland.com and other forms of social media and to review the Notice of Exam and last the application packet and associated forms. He asked if the Commission members had reviewed the documents.

Member Spann stated that he had.

Member Schiffbauer stated that he had.

Chairman Crevda advised that first for review was the calendar of events and asked if there were any questions or concerns and if the Commission understood the calendar of events.

Member Schiffbauer stated he understood.

Chairman Crevda explained that one item that needed to be added was the next regular Civil Service Commission meeting scheduled for 5 p.m. on Monday, December 13, 2021. He stated that the second item was advertisements and the costs associated with the advertisements.

Member Schiffbauer asked if the Commission could take action on all of the items at once.

Chairman Crevda stated that he thought they could but asked Assistant Law Director Morgan if they could approve all of the items at once as a whole.

Assistant Law Director Morgan advised that the items should be approved separately because there may be discussion or changes on each segment so they should be done separately to be safe.

It was moved by Crevda and was seconded by Schiffbauer to approve the calendar of events as outlined for December 2021, January 2022, February 2022 and March 2022.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Crevda explained that the next item was the advertisements and the costs associated with the advertisements. He further explained that the Commission was provided with advertisement proofs for The Chronicle Telegram, the Plain Dealer, Cleveland.com and a proof that would be posted on various forms of social media. He advised that the Commission also had the costs associated with each of the advertisements. He stated that the cost of the Plain Dealer would be \$518 for two inserts and that both inserts would occur on a Sunday, January 9th and January 16th. He explained that based on the correspondence he had received the cost appeared to be a \$38 difference from what was paid for advertisements in 2020. He stated that the cost would end up being the same because in 2020 the inserts occurred on a Sunday and a Wednesday

but this year the inserts would occur both on a Sunday which he assumed would be more expensive.

Deputy Clerk of Council Wieber advised that Sundays are more expensive.

Chairman Crevda explained that there was also a \$300 cost to advertise on Cleveland.com for a total of \$818.00 and asked if it was within the budget.

Deputy Clerk of Council Wieber advised that it was within the Civil Service Commission's budget.

Chairman Crevda stated that he had no issues with the timing of the advertisements or the costs of the advertisements or the advertisements themselves. He asked if there were any questions or comments from the Commission.

Member Spann stated that everything appeared standard and the pricing was close to what was done in the past as well.

It was moved by Crevda and was seconded by Spann to approve the advertisements and costs associated with each advertisement.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Crevda explained that the next item on the agenda was to review, discuss and approve the Notice of Exam. He further explained that the Notice of Exam was for a full time Firefighter/Paramedic Class C. He stated he had no additional comments regarding the Notice of Exam.

Member Schiffbauer stated that he had no additional comments as well.

Member Spann stated he didn't notice any problems with the notice.

Assistant Law Director Morgan asked Fire Chief Reese if he had seen the forms that were being discussed.

Fire Chief Reese stated that he had and had no problem with them.

Deputy Clerk of Council Wieber advised that there was one additional change on the Notice of Exam per the Fire Chief's request regarding age. She explained that the Fire Chief wanted the ages 18-40 listed after the referenced Ohio Revised Code to avoid confusion.

Member Spann asked if it was to specify what the age range was.

Deputy Clerk of Council Wieber stated that was correct.

Fire Chief Reese explained that applicants would call instead of looking up the Ohio Revised Code.

Chairman Crevda stated that he was in favor of the addition of the ages. He asked the Commission if they were in favor of the change.

Member Spann stated that he was in favor of anything that would alleviate confusion and extra phone calls for no reason.

It was moved by Crevda and was seconded by Schiffbauer to approve the Notice of Exam with the additional added language after "Age" adding between the ages of 18-40.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Crevda stated that the last item on the agenda was to review, discuss and approve the application packet and associated forms. He asked the Deputy Clerk of Council if there were any changes to the remainder of the application packet or associated forms that needed to be addressed.

Deputy Clerk of Council Wieber stated that there was. She explained that there was an update to the Tri-C forms. She advised that when she contacted Tri-C they stated the forms previously used for the agility testing were outdated and no longer used. She further explained that the Fire Chief had sent her updated forms from Tri-C regarding their agility testing. She stated the forms show the dates and costs associated with the agility testing and that there were also further classes that they could take.

Member Spann asked if they were basically the same forms just updated versions.

Deputy Clerk of Council Wieber stated that was correct.

Chairman Crevda asked if they were updated with dates and costs.

Deputy Clerk of Council Wieber stated that the costs were a little more than the previous testing year.

Chairman Crevda asked if the costs were within budget.

Deputy Clerk of Council Wieber explained that the fees are paid by the applicant and not the Commission.

Fire Chief Reese asked how much the Tri-C agility testing fees increased.

Deputy Clerk of Council Wieber stated that she believed the fee was \$125 previously and now is \$150 and the other fee is \$75 and previously was \$55. She explained the fees increased for the prep course and the agility test.

Fire Chief Reese stated that due to getting less and less applicants he was surprised that Tri-C raised their price.

Chairman Crevda stated that it would make it a little tougher on the Chief. He then asked the Commission for any questions or comments.

Member Schiffbauer stated that he had none.

Member Spann explained that his only question was if the form was just an updated version.

It was moved by Crevda and was seconded by Spann to approve the application packet and associated forms as well as the changes.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Crevda stated to let the record show that the Commission had approved the calendar of events, the advertisements and associated costs, the Notice of Exam and the application packet and associated forms. He asked for comments or questions or concerns.

Fire Chief Reese stated that in the past he has shown up on exam night to thank the applicants for coming and to try to give them an idea of how many people the department plans to hire off of their list. He stated that if it's not conveyed to the applicants, it ends up becoming word of mouth that they really don't know for sure. He explained that the applicants appreciate knowing after spending their money that there are some job openings. He asked if the Commission had any issues with him coming to the next exam and addressing the applicants.

Chairman Crevda stated that he did not. He explained that he sat in on an exam previously and that he thought that was a good idea.

Member Schiffbauer stated that it can be a nerve wracking time for new people that are applying and if you can give them an idea of what to expect it helps them stay informed and decreases some of the phone traffic on the Chief's end as well.

Fire Chief Reese stated that there is nothing worse than spending \$200 or whatever they spend to take a test and you never hear a word if anyone is hiring.

Member Spann advised that he had been in HR for the last 15 years and he tries to be as transparent as he can be with all of his candidates to at least offer them encouragement and to inform them of the job openings. He stated he thought it was a great idea.

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Chairman Crevda stated that also being quick to respond after an exam is important because it can be nerve wracking.

Chairman Crevda stated the next regular Civil Service Commission meeting was scheduled for Monday, December 13, 2021 at 5:00 p.m.

ADJOURNMENT:

It was moved by Crevda and seconded by Spann to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

The meeting was adjourned at 5:17 PM.



Michael Crevda
Chairman



Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, December 13, 2021

Date Approved