

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF  
REGULAR MEETING DECEMBER 20, 2016**

**To Order:** The meeting was called to order at 6:30 P.M.

**Roll Call:** Present were Members Nick Ciofani and Chairman James Yost.  
Absent was Member Dan Zezena.  
Also present were Assistant Law Director Toni Morgan and Recording Secretary Donna Tjotjos.

**Minutes:**  
Regular Meeting minutes of November 15, 2016

It was moved by Yost and seconded by Ciofani to approve November 15, 2016 meeting minutes as presented.  
MOTION CARRIED

**Reports:**

Rules and Regulations were presented with the amendments that were approved during the last meeting for signature only.

Copy of signed contract with PRADCO was noted as received.

Calendar of Events Fire Promotional Examinations; Calendar of Events Police Patrolman Entrance Exam were noted as received.

Recording Secretary Tjotjos apologized for the last minute request for review of the requested revised certified lists for both the Police Patrolman Class C list and the Firefighter Class D list. Both lists had candidates removed and additional names were placed on the list since the last meeting and both need to be recertified.

Member Ciofani requested clarification on the Class C level for Police Patrolman and Class D level for Firefighter.

Chairman Yost explained Class C is the entrance level for Police and Class D is entrance level for Firefighter.

**Unfinished Business:** None

**New Business:**

Patrolman Class C certified list and Firefighter Class D certified list were reviewed.

It was moved by Yost and seconded by Ciofani to certify the revised lists for both the Patrolman Class C and Firefighter Class D lists based on the removal and addition of candidates.

**MOTION CARRIED**

**Study Materials for Assistant Fire Chief and Captain Exam:**

It was noted that the Fire Chief went through 102 possible reference materials and chose 15 for Assistant Chief Exam and 15 for Captain Exam. The Fire Chief requested that Civil Service keep in mind that for the Assistant Fire Chief's exam the study materials should contain references from an officer level in terms of an employee and fire inspection. The Fire Captain study materials should contain references from an officer level in terms of an employee and managing and controlling a fire scene on a Captain's level. The list of 15 study materials were reviewed for both Assistant Fire Chief exam and Captain exam noting that six of the reference materials out of 15 for the Assistant Chief's exam will need to be chosen by Civil Service Commission and five of the reference materials out of 15 for the Captain's exam will need to be chosen by Civil Service Commission.

It was moved by Yost and seconded by Ciofani to approve the following list of study materials for the Assistant Fire Chief exam:

- 1) Building Construction Related to the Fire Service
- 3) Chief Office, Principles and Practice
- 4) Fire Detection and suppression Systems
- 5) Fire Inspection and Code Enforcement
- 9) Fire Service Personnel Management
- 13) Managing Major Fires

**MOTION CARRIED**

It was moved by Yost and seconded by Ciofani to approve the following list of study materials for the Captain's exam:

- 2) Command and Control of Fires and Emergencies
- 3) Essentials of Fire Department Customer Service
- 6) Fire Officer's Handbook of Tactics
- 9) Managing Major Fires
- 11) Safety and Survival on the Fire ground

**MOTION CARRIED**

The location for the Fire Promotional Examinations was secured at the Safetyville facility.

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It was moved by Yost and seconded by Ciofani to approve this location for the exam.

**MOTION CARRIED**

The invitation letters for the Fire Promotional Exams were reviewed noting that they will be mailed certified mail.

It was moved by Yost and seconded by Ciofani to approve the invitation letters

**MOTION CARRIED**

The location for the Patrolman Entrance Exam was secured at the North Ridgeville Education Center, multipurpose room

It was moved by Yost and seconded by Ciofani to approve the location for the Patrolman Entrance Exam

**MOTION CARRIED**

**ADJOURNMENT:**

The meeting was adjourned at 7:01 P.M.

James P. Yost  
Chairman

Anna T. Fazio  
Recording Secretary

1/17/17  
Date Approved