

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF  
REGULAR MEETING FEBRUARY 20, 2018**

**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 Michael Crevda.  
Also present were Assistant Law Director Toni Morgan and Recording Secretary Donna Tjotjos.

**Election of Officers:**

Chairman Yost postponed elections until next month in order that a full quorum is present.

**MINUTES:**

It was moved by Yost and seconded by Ciofani to approve the December 17, 2017 minutes as presented.

MOTION CARRIED

**REPORTS:**

Calendar of Events was discussed and noted was the date of the Firefighter entrance exam being March 5 and the tentative special meeting to be held March 12 to go over the scores. The protest letters will be sent and then the Commission will meet again on April 17<sup>th</sup>. The March 20 regular meeting will be cancelled if the special meeting is held on March 12.

Member Ciofani asked if the Clerk would provide a reminder of the special meeting around the 8<sup>th</sup> or the 9<sup>th</sup>.

Deputy Clerk stated that the members will get an agenda and packet that will help remind them.

Member Ciofani asked if someone needs to be there on the 5<sup>th</sup>.

Deputy Clerk stated that normally, two Commission members are there to check the applicants in. Mike Crevda stated that he can be there on the 5<sup>th</sup>. The check-in time is 6:00P.M. and should take approximately 15 to 20 minutes.

Member Ciofani asked where the exam is taken place.

Chairman Yost stated the Education Center on Mills Creek behind Dairy Queen.

Member Ciofani stated he believes that he can attend that and asked again for the reminder.

Chairman Yost asked to be called if someone can't make it.

Deputy Clerk Tjotjos stated a copy of the 2017 Annual report to State Personnel Board of Review was provided noting that this report is due annually to the State Personnel Review Board and any changes to the Rules and Regulations are required to be submitted as part of the report. Along with this report, Pat Sepsi, Payroll Clerk provides a current Civil Service Employee roster for Fire and Police to the Commission for file purposes based on the Rules and Regulations of Civil Service Commission.

Deputy Clerk Tjotjos also added to her report, which was not listed on the agenda, a new IAFF Contract has been signed. A copy was distributed to the Commission. Deputy Tjotjos explained that advertisement for the Firefighter/Paramedic Class D entrance exam was completed in January and was advertised on Cleveland.com on January 19 through February 17. It was advertised in The Plain Dealer on February 4 and February 11 and the Chronicle on February 7 and February 14<sup>th</sup>. The newly signed IAFF Contract was passed by Council on February 5<sup>th</sup>. This wouldn't be an issue, but the IAFF Contract has deleted the Class D position in the Fire Department, which is what we advertised. The advertisement listed the exam for the position of Firefighter/Paramedic Class D. The signed contract came in after the advertisement went out. The annual salary listed in the advertisement was \$55,695.59 for Firefighter/Paramedic Class D per the old contract and the new contract has the position listed as Firefighter/Paramedic Class C at an annual salary of \$59,843.19. She stated that the Commission did their due diligence in providing the information in the advertisement that was correct at the time.

Assistant Law Director Morgan stated that it did change. She stated that the test would be the same and she didn't think that it was fatal, but now that she is looking at possibly recertifying the Class D list that is in effect at this time. She stated she will have to look into this.

Chairman Yost asked what other communities have done in this situation.

Assistant Law Director Morgan stated that unless their contract changes, they wouldn't be in this position. There is just Classes A, B, and C now and she didn't know why.

Deputy Clerk Tjotjos showed the past contract and the new contract changes.

Member Ciofani stated that he assumes we weren't part of those negotiations and that they outsourced it.

Assistant Law Director Morgan stated that they didn't outsource this year. They did it in

house but it wasn't something she was involved in.

Member Ciofani asked if the city or the union made a strong point about this and then realized they were going to come into this or was it something that they just did and then after the fact realized it.

Assistant Law Director Morgan stated that she is guessing they didn't give it a thought. She suggested that the Commission not recertify that list and allow her time to research before the Commission makes a move like that.

Member Ciofani asked if that should be tabled.

Chairman Yost stated that it was a review.

Member Ciofani asked if this was the Firefighter Class D and not the Patrolman.

Chairman Yost stated yes, we are reviewing the firefighter applications.

Assistant Law Director Morgan stated that this is a new problem as she has never come across this one.

Member Ciofani asked if this will affect the exam on the 5<sup>th</sup>. He asked if maybe a handout could be given to the applicants at the exam.

Assistant Law Director Morgan stated that it would be the same test. They would end up being eligible for a different position and that might be something that can be stated at the exam. All that needs to be indicated is that Class D doesn't exist and that they would be eligible for Class C.

Member Ciofani stated that Class C now would make more than Class D. He didn't think anyone would complain.

Assistant Law Director Morgan asked how many names were on that particular eligibility list.

Deputy Clerk Tjotjos stated that the one the Commission is recertifying tonight is the Patrolman and not the Firefighter.

Assistant Law Director Morgan stated that the Police list still has D, so not a problem. She asked if there was anyone on a list for Fireman under class D.

Deputy Clerk Tjotjos stated that there is, but it will be moot point after the exam.

Assistant Law Director Morgan asked if it has expired.

Deputy Clerk Tjotjos stated that it has not expired.

Assistant Law Director Morgan stated that if it hasn't expired, they may have rights to be included in another list. She stated that she will check on it and she believes that there are rules about what you do with a list like that, but she would have to look into it.

Chairman Yost stated that there is no action needed on it tonight, but that is interesting that they just dropped Class D.

Member Ciofani asked that the Assistant Law Director provide guidance.

Assistant Law Director Morgan stated that she didn't know anything until this evening and there could be people hanging in the wind on that. She will look into it.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

Member Ciofani asked if we are reviewing the Firefighter list.

Deputy Clerk Tjotjos handed out the list of applicants for the Firefighter/Paramedic entrance exam noting the only score that has been listed is their agility. The applicant had to file their current agility certification with their application and with that we can determine a score. She stated that there were 67 applicants, which is more than the last exam.

Chairman Yost stated that he remembers reading the minutes which had that discussion on the decrease in the number of applicants. It isn't the advertising; it is just the sign of the times. He stated that it is better. He knows in the past, we have had 80 plus applicants and some years we had more than that.

Chairman Yost moved the meeting on to the recertification of the Patrolman's list. Member Yost stated that since we are deciding tonight on the removal of number one from the list, he asked if this Commission has ever certified less than ten names.

Deputy Clerk Tjotjos stated that the Commission may have, but she didn't recall.

Chairman Yost stated that the Commission could cover what is there tonight and recertify with ten names next month. At least the Chief would be covered with this list in case it is needed.

Deputy Clerk Tjotjos asked that since the name of the individual is on this list as number one, the Commission may want to act on the Police Chief's request to remove first.

Memo received from Police Chief Freeman requesting the removal of applicant Fayak from the Certified Eligibility list.

A copy of the letter of notice to applicant Fayak of the meeting to discuss removal was received.

It was moved by Yost and seconded by Ciofani to remove applicant Fayak based on the Police Chief's recommendation.

MOTION CARRIED

It was moved by Yost and seconded by Ciofani to certify numbers two through ten on the Patrolman Eligibility list.

MOTION CARRIED

**ADJOURNMENT:**

The meeting was adjourned at 6:56 P.M.

James P. Yost  
Chairman

Anna Tjotjos  
Recording Secretary

3/12/18  
Date Approved