

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING MARCH 12, 2018**

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

Roll Call: Present were member Michael Crevda and Chairman James Yost.
Absent was member Nick Ciofani.
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 Crevda and seconded by Yost to approve the February 20, 2018 minutes as presented.

MOTION CARRIED

REPORTS:

Deputy Clerk Tjotjos provided a brief report on the Firefighter Entrance Exam that was held last Monday evening noting that there were sixty-seven applications and sixty-five candidates showed up for the exam. She explained that the report in front of the Commission this evening included the scores that were received this morning from the Ohio Fire Chief's Association. She asked Assistant Law Director Morgan to explain how those scores were calculated.

Assistant Law Director Morgan explained we received the scores and there were three sets of eyes doing the calculations and reviewing the data. There were two parts to the examination, but the total possible questions on the exam were one hundred and fifty. The written scores were added along with the agility scores. Ten points is the most a candidate can get on the agility portion of the exam. There was only a few that scored the low two's but most scored six or eight. There were a handful with college credit and three received military credit of twenty percent and one received fifteen percent. She explained that most of the candidates had the Firefighter II certification. The final column that the members are looking at includes the total. She asked if all sixty-five were on the report.

Deputy Clerk Tjotjos provided the report that included all sixty-five including the nineteen who failed the exam.

Assistant Law Director Morgan stated that we will end up with forty-six people to work

with. She stated that the highest score was 152. The high score, she stated, may not have been the high score on the written exam. The high scores tend to include those that had the military credit. That seems to be a big bonus for them. The highest written test score was 128.

Member Crevda asked if there were bonus questions because the one scored over 100 percent on the written.

Assistant Law Director Morgan stated that these are points not percentages because you can't add percentage to agility points and extra credit points. She explained that the military credit is a certain percentage of both the combined written test score and agility test score.

Chairman Yost stated that the list actually looks pretty good.

Assistant Law Director Morgan pointed out the few people that just barely missed passing.

Chairman Yost thanked Assistant Law Director Morgan for the information.

UNFINISHED BUSINESS:

Chairman Yost noted that there was no unfinished business.

NEW BUSINESS:

Assistant Law Director Morgan stated at the last meeting, it was discussed that there isn't Class D level any more for Firefighter and noted that she thought there would be an issue with that since it was advertised and it was found that there is no issue because it didn't change the entrance exam at all.

Chairman Yost noted receipt of the revised Patrolman Class D top-ten list noting that based on the removal of names; the top-ten list has changed. He also explained to Member Crevda that the Commission did remove a candidate during the last meeting as the candidate ran into a problem and the department didn't know it until they did the background check. The candidate forgot to own up to a few things that were not conducive to a Patrolman. The list had nine candidates on the-it during the last meeting and this list does have ten.

Assistant Law Director Morgan stated that there is still a girl on the list and asked if Kelsey was hired.

Chairman Yost stated Kelsey was hired, but Amber is still number four on the list.

It was moved by Yost and seconded by Crevda to approve the top-ten list to be certified as presented.

MOTION CARRIED

Chairman Yost stated that Firefighter's Entrance list with scores was already reviewed.

Deputy Clerk Tjotjos requested the Civil Service Commission's approval of the scores in order that the score letters are sent out tomorrow.

It was moved by Yost and seconded by Crevda to approve the test scores of the Firefighters entrance examination as submitted.

MOTION CARRIED

Deputy Clerk Tjotjos presented samples of the letters that are going out. She explained that because the rules state that a candidate must pass with a 70% or better on the written exam, the percentages were applied only to the letters to the candidates who failed. The candidates who passed the written exam received the number of correct answers in their letter in order to show points received in both exams and extra credit. She asked for Civil Service Commission approval to send the score letters out.

It was moved by Crevda and seconded by Yost to approve the score letters.

MOTION CARRIED

Chairman Yost signed the score letters.

ADJOURNMENT:

The meeting was adjourned at 6:50 P.M.



Chairman



Recording Secretary



Date Approved