

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING MARCH 21, 2017**

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, Recording Secretary Donna Tjotjos, Fire Lieutenant Stephen Cook, Fire Lieutenant Dan Rogers, Fire Captain Paul Sadowski, and Fire Chief John Reese.

Minutes: It was moved by Yost and seconded by Ciofani to approve February 21, 2017 meeting minutes as presented.
MOTION CARRIED

Reports:

Civil Service Calendar was noted and Members were informed that the Fire Promotional Written exam scores were received, letters to the candidates were mailed out and the protest period ended on March 10 with no protests received. PRADCO scheduled the interview assessment portion of the exam, which ended March 17.

Deputy Clerk Tjotjos noted the upcoming dates for the Patrolman Entrance Agility exam and written exam. She noted the media ad she included in their packet and asked for the Commission's approval to run that ad.

It was moved by Yost and seconded by Ciofani to approve the ad to be placed in the Chronicle and Cleveland.com
MOTION CARRIED

Deputy Clerk Tjotjos noted the application packet that was in the Civil Service Commission's meeting packet and requested approval.

It was moved by Yost and seconded by Ciofani to approve the application packet for the Patrolman Entrance exam
MOTION CARRIED

Deputy Clerk Tjotjos noted the Fire Department Promotional exam scores are in. Seniority points were calculated but they have not been attached to the results.

Chairman Yost stated that the calculations will be done within the next week or so and a

final announcement on that will be done later.

Deputy Clerk Tjotjos addressed the Chairman and asked if he wanted to call a special meeting or did they want to certify the Fire Promotional List at their next regular meeting.

Chairman Yost addressed the Fire Chief and stated that he knows his interest was to be able to get reservations made and asked what the status was on that at the moment.

Fire Chief Reese explained he has a class he has to send whoever the Assistant Chief is to and it is a once a year class. It is held in the beginning of April and he can't send anyone until he knows who it is.

Member Ciofani asked when everything will be calculated.

Chairman Yost stated it should be soon as April is coming upon us. He asked what the deadline was to get the reservation in.

Fire Chief Reese stated he didn't know but he would imagine it is April 1 would be the cutoff.

Chairman Yost stated we'll see if we can get it wrapped up before the end of the month. Donna will be in touch with him and they may have to call a special meeting if it's going to make a difference.

Member Ciofani asked if there was a special meeting are they always held on Tuesdays because he will not be able to make it next Tuesday, Wednesday or Thursday.

Chairman Yost stated it can be called anytime we can get together.

Member Ciofani asked how much time does the Commission need to give to post.

Deputy Clerk stated 24 hours. She asked if they knew what their schedule was next week.

Member Ciofani stated he can do next Monday or next Friday.

Chairman Yost stated he had hoped the calculations were done before Monday.

Deputy Clerk addressed Assistant Law Director Morgan and asked her about her schedule.

Chairman Yost stated that the numbers would need to be completed before Friday, because that would be the date the meeting needed to be posted.

Assistant Law Director Morgan stated that all that needs to be done is the calculations and that could be done by Friday and Monday would be fine for the special meeting.

Chairman Yost asked if 6:30 would be ok.

Assistant Law Director Morgan stated that the Commission could make it earlier if they wanted.

Member Ciofani stated he could be here at 6:00.

Deputy Clerk Tjotjos asked if they wanted to meet at 6:00.

Chairman Yost stated tentative. He then moved the meeting on to new business.

New Business:

Proposed Rule and Regulation Amendment; Page 12, Rule V, Section 4(a) and (b)

Assistant Law Director Morgan stated that all this is is a suggestion to add 70% as the cut off number to the passing grade to the rules and regulations. It has always been 70% but it was never noted in the Rules and Regulations. Also to clarify that if there is any fraction at all when calculating the 70 percent, we will then round up because there can't be a partial answer to any of the questions. She noted both sections this amendment would be added to and this is the final draft.

Member Ciofani asked if that was similar wording other communities are using.

Assistant Law Director Morgan stated she didn't know, but to her knowledge we have always used 70%.

Chairman Yost stated that he hasn't heard anything about not having this as part of the rules and regs.

Assistant Law Director Morgan stated that was true and there hasn't been an issue.

It was moved by Yost and seconded by Ciofani to approve the proposed amendment
MOTION CARRIED

Proposed Rule and Regulation Amendment; Page 14, Rule V, Section 10 (a), Second Paragraph

Assistant Law Director Morgan explained this amendment and asked that the Commission

review and consider and a vote can be taken at the next regular meeting.

Chairman Yost stated that he would like to wait until Member Zezena is present so that he has had a chance to review.

It was moved by Ciofani and seconded by Yost to postpone action on the proposed amendment to Rule V, Section 10 until the next meeting
MOTION CARRIED

Assistant Law Director Morgan clarified that it will be reviewed at the next regular meeting and not the special meeting.

Chairman Yost addressed the Fire staff and asked if there were any questions for the Commission that they could address.

Fire Captain Sadowski asked if the special meeting is being held on Monday would the scores be released at that time.

Chairman Yost responded yes or immediately after.

Fire Lieutenant Cook asked if there would be any issue in receiving the PRADCO scores.

Chairman Yost stated not yet. Not until everything has been calculated.

ADJOURNMENT:

Chairman Yost moved to adjourn the meeting.

Fire Lieutenant Rogers asked if the scores would be released to the Fire Chief as he will be out on vacation and if he could call him and get his score that would work for him.

Fire Chief Reese stated he was the last guy to know the written, why would he be the first to know any of the scores.

Chairman Yost addressed the Chief and stated he didn't know what that meant.

Fire Captain Sadowski asked if they should be in attendance at the special meeting on Monday.

Chairman Yost stated he could if he wanted to. He then thanked all for attending the meeting.

The meeting was adjourned at 6:44 P.M.

James P. Yost
Chairman

Donna F. Papp
Recording Secretary

4/18/17
Date Approved