

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING APRIL 16, 2018**

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

Roll Call: Present were member Michael Crevda, Nick Ciofani and Chairman James Yost.
Also present were Assistant Law Director Toni Morgan and Recording Secretary Donna Tjotjos.

Election of Officers:

Chairman Yost opened nominations for Chairman.

Member Ciofani nominated Member Yost as Chairman, Member Crevda seconded the nomination.

MOTION CARRIED

It was moved by Chairman Yost and seconded by Ciofani to keep the same positions for Nick Ciofani as Vice Chairman and Mike Crevda as Secretary.

MOTION CARRIED

MINUTES:

Chairman Yost noted a typing error in the minutes dated March 12, 2018 on page 2, last paragraph and asked that "the" be removed from the sentence as it didn't make sense.

It was moved by Crevda and seconded by Yost to approve the March 12, 2018 minutes with corrections.

MOTION CARRIED

REPORTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

Request from Police Chief Freeman to remove a candidate from the certified list:

Chairman Yost acknowledged receipt of Chief Freeman's memo. He stated that the Commission needs to make a decision as to the removal of this candidate from the list. He deferred to Deputy Clerk Tjotjos

Deputy Clerk Tjotjos noted in Rule VII, Section 5 names not to be certified for appointment; The name of any person appearing on an eligible list who: (a) fails to report or arrange

within six days for an interview with an appointing authority. According to the memo from the Chief, the candidate failed to report for an interview.

Chairman Yost asked which candidate.

Deputy Clerk Tjotjos pointed out the highlighted candidate on the list named Donovan Flynn.

It was moved by Crevda and seconded by Ciofani to remove candidate Flynn from the eligibility list.

MOTION CARRIED

Re-certify Patrolman Eligibility List.

Deputy Clerk Tjotjos stated that with the removal of the candidate this evening as well as other names that have been removed, the Police Department will require a new certified list with the added names.

It was moved by Ciofani and seconded by Crevda to certify the revised top ten Patrolman eligibility list.

MOTION CARRIED

Review and approve Firefighter/Paramedic Eligibility List and certify top ten names.

Chairman Yost stated that Civil Service will need to approve the Firefighter/Paramedic eligibility list and will then certify the names on the top ten.

It was moved by Yost and seconded by Ciofani to approve the Firefighter/Paramedic eligibility list as submitted.

MOTION CARRIED

It was moved by Yost and seconded by Crevda to certify the top ten Firefighter/Paramedic list as submitted.

MOTION CARRIED

Chairman Yost signed the position letters to be sent to all eligible Firefighter/Paramedic candidates.

Review and prepare for the Police Sergeant Promotional Exam:

Deputy Clerk Tjotjos explained that the members received proposals from a few agencies to

review along with their products and services. The same information was sent to the Police Chief to get his thoughts and Captain Garrow followed up with his recommendations on the agencies stating they prefer Civil Service use Ramsey and Associates for the written portion of the exam and to use OACP for the assessment center portion of the exam. The reason they chose Ramsey was that they provided more than one study reference material to study from and IACP only provided one reference material. When in discussions with Captain Garrow, he explained that in order for the test to be challenging, they would prefer that more than one study reference material be on the list as it would be hard to tell whether or not the candidate really wanted the promotion based on them having to study one book.

Member Ciofani stated then instead of choosing from choice one or choice two, Civil Service would need to break it up and choose one agency in choice one and one agency from choice two.

It was moved by Ciofani and seconded by Crevda to take the Captain's recommendations and use Ramsey and Associates for the written promotional Police Sergeant Exam and Ohio Association of Chief Police for the Assessment Center.

MOTION CARRIED

Deputy Clerk Tjotjos asked if she could get an approval from the Commission on the costs for those agencies as well.

Chairman Yost stated that he believed that they have already accepted the costs based on the choice of agencies.

Deputy Clerk Tjotjos stated that if the Commission feels their motion to accept the services of the agencies chosen also includes the cost of those agencies, than a motion is not needed.

Member Ciofani asked how many are eligible to take the test.

Deputy Clerk Tjotjos stated 21 as three will be removed from the list provided.

Assistant Law Director Morgan stated that there are three individuals coming off because they don't meet the eligibility as they haven't served 36 months in their current position. She quoted the rule.

Chairman Yost asked if that was ORC or was that by their rules. He believed they only had to be in service for a year.

Deputy Clerk Tjotjos stated that the rules state they have to have 36 months of service.

Review calendar and decide on a date to hold the Sergeant Promotional Exam

Deputy Clerk Tjotjos stated that unfortunately, the Police Department will need this to be done fairly quickly; Civil Service will need to choose a date for the exam. She noted in the past, it was complained that the employees didn't have enough time to study for their promotional exam and asked if the Commission would want to give more time than the 30 days' notice as in the past. She stated that the rules state at least 30 days' notice needs to be given, so it could be more. She deferred to the Assistant Law Director and pointed out Rule V.

Member Ciofani asked if they wanted to give an extra two weeks.

Deputy Clerk Tjotjos stated that tentative dates that could be calendared are April 30 to send out the invitations and by the first week in May is when their response would be due. That would give a minimum of five weeks to study as the invitation letter will include the study material list. She provided a template of the invitation for members to review.

Chairman Yost asked as soon as the study materials are received, the invitation letters need to go out immediately. If the information is available before April 30th, then the invitations can go out earlier.

Deputy Clerk Tjotjos asked if the Commission would be okay to hold the promotional exam in June.

Chairman Yost asked if that would affect the Commission.

Member Ciofani stated that he wouldn't mind giving a few extra days to study and so, if sending out the invitation April 30 would give them a little more time then he was all for it.

Chairman Yost asked when the eligibility list needs to be compiled.

Deputy Clerk Tjotjos stated that the last promotional list expired in 2012 and with the passing of Sergeant Mraz, the list needs to be done fairly quickly. The notice was provided by the Chief and now Civil Service Commission has 60 days to hold the exam.

Member Ciofani stated that if we scheduled the test on June 7, it would give the candidates 38 days to study.

Chairman Yost stated a week longer could make a difference.

Member Ciofani stated he agrees if everyone believes it will make a difference.

Chairman Yost stated that we are trying to give every opportunity to better their studies.

Deputy Clerk Tjotjos stated she still has to coordinate with the agencies to make sure they are available to proceed. She stated at least she can give a time frame and they can respond when they would be available. She stated that the study material list will have to be reviewed by the Chief and Captain in order for them to give their input on that. She explained that the candidates need to pass the written exam in order to go on to the assessment center and so; the assessment center will need to follow the written exam. After reviewing possible score dates to the written exam and protest period, it looks as though assessments wouldn't start until the third week or fourth week of June. The OACP will need to coordinate the schedule of panelists as well. She stated during her conversation with OACP, they are pretty booked out until July, but they would see what they had available if we need to do this in June.

Chairman Yost asked if they need to act on a date now.

Assistant Law Director Morgan asked if this date would be the notice or the exam.

Deputy Clerk Tjotjos stated it is the exam. Once the exam date is scheduled, everything else can be scheduled from that date. She addressed the Commission and asked if they wanted to hold it the first week of June.

Member Ciofani asked if the Clerk could run the exam date by the Chief as well.

Chairman Yost stated that he believes the Chief would be happy that the Commission is giving more time.

Member Ciofani asked if they had to be there.

Deputy Clerk Tjotjos stated that they are typically done during the day and the agency will provide proctors. She stated again that in looking at the dates, the assessments won't start until last week of June.

Assistant Law Director Morgan asked if it would take that long to get the written part back.

Deputy Clerk Tjotjos stated not only a couple days but then it will take ten days after the scores are received to run the protest period. She explained if the exam is on the 7th and scores are received on the 11th and letters go out on the 12th, the ten day protest period starts and any protests received would come in by the 20th. The assessments would start the last week in June.

Chairman Yost asked if that would help the Sergeant's position.

Deputy Clerk Tjotjos stated the earliest a list could be provided is then.

Member Ciofani stated he was okay with the 7th after reviewing the calendar.

It was moved by Ciofani and seconded by Crevda to shoot for June 7th to hold the written Sergeant's exam.

MOTION CARRIED

Deputy Clerk Tjotjos addressed the Commission and provided copies of emails from Chief Reese indicating that two other cities performed the Firefighter entrance exam after we did ours. He indicated that those two cities received their eligibility list before we did. She read the email which requests the Commission to research lateral transfers on the entry level position.

Member Ciofani asked why the process is taking so long.

Assistant Law Director Morgan stated that we are just following our rules. She stated that there isn't anything in particular that is slowing the process down. She asked how the Commission feels on lateral moves and asked if it would be something they are interested in.

Chairman Yost stated he would have to understand it first.

Assistant Law Director Morgan stated what the Chief means is a transfer from one agency to another and asked if that wasn't right.

Deputy Clerk Tjotjos stated that she believed that the transfer would be from a firefighter working in one city applying another city.

Assistant Law Director Morgan stated that we would just accept the last exam they took with that city. She added that their training would also be accepted. She asked if the Commission would be willing to look at it.

Member Ciofani asked the Clerk to find out if and what other cities do in terms of lateral transfers.

Deputy Clerk Tjotjos stated she could put together a spreadsheet that shows what cities allow for lateral transfers.

Assistant Law Director Morgan asked if she could see the rules and regulations of those cities that do allow for the lateral transfer.

Member Ciofani stated that it does sound complicated but he would want to see how many municipalities are using that as a tool. If it saves tens and thousands of dollars in overtime, it is worth looking into.

Assistant Law Director Morgan stated she didn't know what he meant by that.

Member Ciofani stated he didn't know either, but that catches his eye more than a lateral transfer.

Assistant Law Director Morgan stated that we need to keep everyone on equal footing as much as possible. The whole point that it be merit based and the Commission needs to be comfortable doing it.

Chairman Yost asked if these guys listed in the emails ended up on our list.

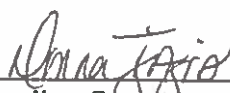
Deputy Clerk Tjotjos explained that four cities provided a test at the same time. Each of those city's Fire Chief is sending their top ten lists to each other.


Member Ciofani stated that more should be found out on the lateral transfers.

ADJOURNMENT:

The meeting was adjourned at 7:05 P.M.


Chairman


Recording Secretary


Date Approved