

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – TUESDAY, JUNE 15, 2021**

CALL TO ORDER:

The meeting was called to order at 6:30 PM.

ROLL CALL:

Present were members Michael Crevda and Donald Schiffbauer.

Also present were Assistant Law Director Toni Morgan, Assistant Clerk of Council Shari Ma, and Deputy Clerk of Council Lisa Ciofani.

Member Sam Spann was excused.

MINUTES:

Chairman Crevda asked for discussion on the minutes of the regular meeting of Tuesday, May 18, 2021. No discussion was offered.

It was moved by Crevda and seconded by Schiffbauer to approve the minutes of Tuesday, May 18, 2021 as presented.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

REPORTS:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

A request for withdrawal from the Firefighter Entrance Eligibility List dated April 5, 2021 from Doug Sadowski.

Chairman Crevda advised they received a request for withdrawal from the Firefighter Entrance Eligibility List dated April 5, 2021 from Doug Sadowski.

A request for withdrawal from the Firefighter Entrance Eligibility List dated April 5, 2021 from Calvin Knowlton.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – TUESDAY, JUNE 15, 2021**

PAGE 2

Chairman Crevda advised they received a request for withdrawal from the Firefighter Entrance Eligibility List dated April 5, 2021 from Calvin Knowlton.

Re-certify Firefighter-Paramedic Class C Top 10 List due to requests for withdrawal.

Chairman Crevda advised due to the requests for withdrawal, the Top Ten List would need to be recertified.

It was moved by Crevda and seconded by Schiffbauer to re-certify the Firefighter-Paramedic Class C Top 10 List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Re-certify Firefighter-Paramedic Class C Eligibility List due to requests for withdrawal.

Chairman Crevda advised due to the requests for withdrawal, the Eligibility List would need to be recertified.

It was moved by Crevda and seconded by Schiffbauer to re-certify the Firefighter-Paramedic Class C Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

A request for withdrawal from the Police Entrance Eligibility List dated June 8, 2021 from Brandon Brooks.

Chairman Crevda advised they received a request for withdrawal from the Police Entrance Eligibility List dated June 8, 2021 from Brandon Brooks.

A request for withdrawal from the Police Entrance Eligibility List dated June 11, 2021 from Matthew Majercak.

Chairman Crevda advised they received a request for withdrawal from the Police Entrance Eligibility List dated June 11, 2021 from Matthew Majercak.

A request for withdrawal from the Police Entrance Eligibility List dated June 14, 2021 from Charles Hannaman.

Chairman Crevda advised they received a request for withdrawal from the Police Entrance Eligibility List dated June 14, 2021 from Charles Hannaman.

A request for withdrawal from the Police Entrance Eligibility List dated June 14, 2021 from Corey Bing.

Chairman Crevda advised they received a request for withdrawal from the Police Entrance Eligibility List dated June 14, 2021 from Corey Bing.

Re-certify Patrolman Class C Entrance Eligibility Top 10 List due to requests for withdrawal.

Chairman Crevda advised due to the requests for withdrawal, the Top Ten List would need to be recertified.

It was moved by Crevda and seconded by Schiffbauer to re-certify the Patrolman Class C Entrance Eligibility Top 10 List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Re-certify Patrolman Class C Entrance Eligibility List due to requests for withdrawal.

Chairman Crevda advised due to the requests for withdrawal, the Entrance Eligibility List would need to be recertified.

It was moved by Crevda and seconded by Schiffbauer to re-certify the Patrolman Class C Entrance Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Correspondence received from Assistant Law Director Toni Morgan regarding a change to Rule V, Section 1.

Chairman Crevda asked Assistant Law Director Morgan to comment on the correspondence.

Assistant Law Director Morgan advised the reason she is suggesting this language to Rule V, Section 1 is a result of meeting with the Fire Chief. She advised on the application form there is a requirement that all of the candidates must be certified as paramedics at the time of filing their application. She advised that particular requirement isn't something that is related to the ORC and it is not one of the Commission's own Rules; it is just a requirement that facilitates the application process and at the time it was written this way, there were plenty of applicants. She stated what came out of the discussion with the Fire Chief was the desire to change some of the language on the application. She suggested in order to support this change or other similar changes that don't impact the ORC and are not changes to rules that already exist, to add to our rules the following statement: "Any additional requirements contained in the application or

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – TUESDAY, JUNE 15, 2021**

PAGE 4

application process which supplement or support the requirements of the Ohio Revised Code or the Civil Service Commission are considered to be a necessary part of the official application process and must be adhered to by the applicant.” She advised it is a broad statement that what our application asks of the applicant is what we would expect them to do without having to change the rule or detail every time minor adjustments are made.

Chairman Crevda advised it seems like a more streamlined simple process. He asked if we need to take action on the rule change.

Assistant Law Director Morgan advised traditionally it is at the next meeting. She stated it was introduced today and at the next meeting the Commission would take action.

Co-Chairman Schiffbauer asked Assistant Law Director Morgan to confirm that right now in order to get on the list you have to be certified as a paramedic.

Assistant Law Director Morgan confirmed yes, in order to apply.

Co-Chairman Schiffbauer stated this rule change would allow the City to have access to a broader pool of applicants of very qualified candidates who are getting their paramedic certification but by the time they are hired, they have to have their paramedic certification.

Assistant Law Director Morgan confirmed that is correct. She stated this will include those who are in school and almost done.

Chairman Crevda advised they will revisit this rule change at the next meeting.

Deputy Clerk of Council Ciofani advised Assistant Law Director Morgan, Assistant Clerk of Council Ma, and she had a meeting with the Fire Chief regarding the upcoming Fire Entrance Exam, as the list is set to expire March 2022. She stated the Chief would like to start the process as soon as possible to expedite certifying a new list and she is giving the Commission notice that they will be seeing some items for the exam on the upcoming agendas.

ADJOURNMENT:

Chairman Crevda asked for any other questions or comments. No discussion was offered.

It was moved by Crevda and seconded by Schiffbauer to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

The meeting was adjourned at 6:41 PM.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – TUESDAY, JUNE 15, 2021**

PAGE 5



Michael Crevda
Chairman



Shari Ma
Assistant Clerk of Council, Recording Secretary

Monday, July 19, 2021

Date Approved