

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – MONDAY, JULY 19, 2021**

**CALL TO ORDER:**

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

**ROLL CALL:**

Present were members Michael Crevda, Donald Schiffbauer and Sam Spann.

Also present were Assistant Law Director Toni Morgan and Assistant Clerk of Council Shari Ma.

**MINUTES:**

Chairman Crevda nominated Shari Ma as the new Recording Secretary.

A voice vote was taken and the motion carried.

Yes – 3      No – 0

Chairman Crevda asked for discussion on the minutes of the regular meeting of Tuesday, June 15, 2021. No discussion was offered.

It was moved by Crevda and seconded by Schiffbauer to approve the minutes of Tuesday, June 15, 2021 as presented.

A voice vote was taken and the motion carried.

Yes – 3      No – 0

**REPORTS:**

None

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**A request for withdrawal from the Police Entrance Eligibility List dated July 6, 2021 from Police Chief Michael Freeman for Nicholas Fox.**

Chairman Crevda advised a request for withdrawal from the Police Entrance Eligibility List dated July 6, 2021 from Michael Freeman for Nicolas Fox was received.

**A request for withdrawal from the Police Entrance Eligibility List dated July 6, 2021 from Police Chief Michael Freeman for Patrick Stokes.**

Chairman Crevda advised a request for withdrawal from the Police Entrance Eligibility List dated July 6, 2021 from Michael Freeman for Patrick Stokes was received.

**A request for withdrawal from the Police Entrance Eligibility List dated July 7, 2021 from Police Chief Michael Freeman for Robert James Dungan.**

Chairman Crevda advised a request for withdrawal from the Police Entrance Eligibility List dated July 7, 2021 from Michael Freeman for Robert James Dungan was received.

**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 – 3      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 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 – 3      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 City is considering a change in the wording on the application regarding requirements. She stated that she would like to have a discussion one more time with the fire chief once he returns from vacation to get a better understanding of the exact

wording. Wording on the application will need to be changed regarding when applicants will need certification at the time of filing their application with the City.

Chairman Crevda advised that they then had time to address this at the next civil service meeting.

Chairman Crevda advised that the intention is to increase area for potential applicants but not necessarily requiring these certifications as a condition for applying for the job. He then asked if applying was different than being eligible.

Assistant Law Director Morgan advised that his understanding is correct. She explained with the new language an applicant would be able to apply to take the test and then become eligible if they pass the test and met all other requirements at the time of the exam.

Chairman Crevda stated that once an applicant is listed on the eligibility list it could be a matter of days, weeks or months before an interview is proposed. At that time, the applicant would need to be certified.

Assistant Law Director Morgan stated Chairman Crevda's understanding was correct.

Chairman Crevda stated the Commission looks forward to further discussion during the next Civil Service Commission meeting.

**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 – 3      No – 0

The meeting was adjourned at 6:41 PM.



**Michael Crevda**  
*Chairman*



**Shari Ma**  
*Assistant Clerk of Council, Recording Secretary*

Monday, August 23, 2021

**Date Approved**

## Mike Freeman

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**From:** Greg Petek  
**Sent:** Wednesday, July 28, 2021 10:03 AM  
**To:** Mike Freeman  
**Cc:** Kevin Jones  
**Subject:** FW: Civil Service

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**From:** [bpalme7@gmail.com](mailto:bpalme7@gmail.com) [mailto:bpalme7@gmail.com]  
**Sent:** Wednesday, July 28, 2021 8:36 AM  
**To:** Greg Petek  
**Subject:** Re: Civil Service

I Branden Palme, do voluntarily remove my name from North Ridgeville civil service.

Sent from my iPhone

On Jul 28, 2021, at 7:47 AM, Greg Petek <[gpetek@nridgeville.org](mailto:gpetek@nridgeville.org)> wrote:

Branden,

I was told that our civil service just needs a confirmation from you that you are no longer interested in pursuing a position with our department and that you wish to voluntarily remove your name from consideration. Even if you email your intentions, that would suffice for us to obtain the name of another applicant. I know with you being on vacation that you don't have access to a printer/scanner to sign and return the form, but an email would be good enough. Thanks again,

Lt. Petek

North Ridgeville Civil Service Commission

7307 Avon Belden Rd

North Ridgeville, Ohio 44039

Date: 8/6/21

I, Aaron Covey am currently on the active civil service list for the position of police officer with the city of North Ridgeville. I am voluntarily requesting that my name be withdrawn from this list.

Respectfully,

Name: Aaron Covey Date of Birth: 11/27/81

Street Address: 2676 Highland Village Ln

City, State, and Zip Code: Marietta OH 45342

Signature: 