

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING JULY 20, 2018**

To Order: The meeting was called to order at 6:00 P.M.

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

MINUTES:

Vice Chairman Ciofani stated that the first item on the agenda is the minutes dated June 19, 2018.

It was moved by Crevda and seconded by Ciofani to approve the June 19, 2018 minutes.

MOTION CARRIED

REPORTS:

Vice Chairman Ciofani noted receipt of the Oaths of Office received for Firefighter Chandler Heppert and Firefighter Michael Hein. He stated that the updated Firefighter eligibility list was provided and indicated that on the list was a note that stated the Fire Chief did not need additional names and that is his prerogative.

Vice Chairman Ciofani noted receipt of the contract from Ohio Fire Chief's Association as well as the Calendar of Events. He stated that it is all signed and asked what position that contract was for.

Recording Secretary Tjotjos explained that the contract is for the assessment center portion of the Sergeant's promotional exam. The Patrolmen have taken the written portion and now they will be completing the assessment portion of the exam. She noted that in the contract it states that the Ohio Fire Chief's Association has up to three weeks to provide the scores to the Assessment Center portion of the exam. She stated that the Assessment Center is scheduled for July 28, 2018 and July 29, 2018. She stated she spoke with Chief Llewelyn today, who is the lead assessor and he stated that it shouldn't take three weeks to provide those scores.

Assistant Law Director Morgan asked if it was because there were so few candidates taking the exam.

Recording Secretary Tjotjos stated that it could be. They did have twelve candidates scheduled to take the assessment. However, Patrolman Aaron Neff has withdrawn his name

from the promotional exams making the number of candidates to take the assessments now at eleven. Mr. Neff came into the office on July 16 and verbally indicated that he would not be taking the assessment portion of the exam.

Vice Chairman Ciofani asked if it would affect Civil Service if the scores were received on the 17th or before the 17th.

Recording Secretary Tjotjos stated that it shouldn't. She did note though that according to the rules and regulations, the candidates are to be notified by mail not less than 48 hours after receipt of the scores.

Vice Chairman Ciofani stated that if we receive the scores earlier and if it works for everyone, would it then make sense to move up the meeting.

Recording Secretary Tjotjos stated she spoke with Captain Garrow indicating that the contract states the agency had three weeks to get the scores to us and he indicated that if the promotional exams could be completed by the end of August, they would be happy.

UNFINISHED BUSINESS:

NEW BUSINESS:

Vice Chairman Ciofani noted the memorandum from Assistant Clerk of Council Tara Peet on the corrected seniority points. He asked if Civil Service needed to approve this list.

Recording Secretary Tjotjos responded no, that Civil Service Commission approved the written exam scores during their last meeting. They were correct. The seniority points don't get approved until the written exam scores and assessment scores are combined.

Assistant Law Director Morgan stated these scores are not final.

Vice Chairman Ciofani asked if these are correct now.

Recording Secretary Tjotjos stated yes.

Vice Chairman Ciofani stated that there was no other new business.

ADJOURNMENT:

It was moved by Ciofani and seconded by Crevda to adjourn the meeting
MOTION CARRIED

The meeting adjourned at 6:07 P.M.

James P. Yost
Chairman

Anna T. Pajic
Recording Secretary

8/21/18
Date Approved