

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – TUESDAY, AUGUST 20, 2019**

CALL TO ORDER:

The meeting was called to order at 6:29 PM.

ROLL CALL:

Present were Secretary James Yost, Co-Chairman Michael Crevda and Chairman Nicholas Ciofani.

Also present was Assistant Law Director Toni Morgan and Recording Secretary Michelle Owens.

MINUTES:

Chairman Ciofani asked for discussion on the minutes of the regular meeting of Tuesday, July 16, 2019. No discussion was offered.

It was moved by Crevda and seconded by Yost to approve the minutes of Tuesday, July 16, 2019 as presented.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

REPORTS:

None

UNFINISHED BUSINESS:

Rule V, Section 4(b):

(Amendment proposed Tuesday, July 16, 2019)

Paragraph nine of Rule V, Section 4(b), *Promotional Examination* was read.

Chairman Ciofani asked for comment from Assistant Law Director Morgan.

Assistant Law Director Morgan stated that it is not explicit in the rule that a score of 70% is required to pass the assessment. She spoke about the possibility of passing the promotional exam despite scoring less than 70% on the assessment. She indicated that it had been expressed by Fire Chief Reese and Police Chief Freeman that the candidate should score at least 70% on each component of the exam. She commented that the amendment to Rule V, Section 14 is related.

Chairman Ciofani remarked that it would address a loophole in the current rule. He asked for any other discussion. No discussion was offered.

It was moved by Ciofani and seconded by Yost to approve the amendment to Rule V, Section 4(b), as proposed by the Law Department.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Rule V, Section 14:

(Amendment proposed Tuesday, July 16, 2019)

The proposed revisions to Rule V, Section 14, *Method of grading examination* were read.

Chairman Ciofani asked for comment from Assistant Law Director Morgan.

Assistant Law Director Morgan responded that she had nothing additional. She noted that it coincides with the amendment to Rule V, Section 4(b).

Chairman Ciofani asked for discussion. No discussion was offered.

It was moved by Yost and seconded by Crevda to approve the amendment to Rule V, Section 14, as proposed by the Law Department.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Rule VIII, Section 7, Paragraph 2:

(Amendment proposed Tuesday, July 16, 2019)

Paragraph two of Rule VIII, Section 7, *Promotions* was read.

Chairman Ciofani asked for comment from Assistant Law Director Morgan.

Assistant Law Director Morgan replied that the amended rule would conform to ORC and had been a concern for Fire Chief Reese. She stated that Council approval is only needed when in conflict with ORC.

Chairman Ciofani asked for any discussion. No discussion was offered.

It was moved by Yost and seconded by Crevda to approve the amendment to Rule VIII, Section 7, as proposed by the Law Department.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

NEW BUSINESS:

Rule V, Section 10:

The proposed amendment to Rule V, Section 10, *Appeal Period*, was read.

Chairman Ciofani asked for comment from Assistant Law Director Morgan.

Assistant Law Director Morgan explained that a candidate had passed the written exam without appeal; the candidate then wanted to appeal the assessment. She stated that it had never been policy to allow this and, because the assessment is somewhat subjective, the Commission must defer to the testing professionals to determine a score. She commented that the amendment clarifies what had always been done; and that it eliminates any questions as to its intent.

Chairman Ciofani asked for any discussion. No discussion was offered.

It was moved by Ciofani and seconded by Crevda to accept the recommendation of the Law Department to amend Rule V, Section 10.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Patrolman Class C Entrance Eligibility List and Top 10 List Re-certification:

Chairman Ciofani noted the correspondences from Assistant Law Director Morgan and Recording Secretary Owens, which concern a tie between the four applicants. He asked for discussion.

Assistant Law Director Morgan explained that candidates ranked #12-15 all had the same scores. She discussed Rule VII, Section 3, *Priority of rank*. She stated that, since the applicants had no military background, they had been re-ranked based on time of application filing. She indicated that the issue had been discovered by Recording Secretary Owens and that re-certification of the list was a correction.

Chairman Ciofani clarified that the tiebreaker had not been applied with the original eligibility list; and that none of the affected applicants had been hired or offered positions.

There was discussion concerning notification of the affected candidates. It was decided that each would be informed of the changes following re-certification of the eligibility and top 10 lists.

It was moved by Crevda and seconded by Yost to approve re-certification of the Patrolman Class C entrance eligibility and top 10 lists.

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A voice vote was taken and the motion carried.

Yes – 3 No – 0

Fire Lieutenant Promotional Top 10 List Re-certification:

Chairman Ciofani asked if there had been changes to the eligibility list.

Recording Secretary Owens responded that there had been one promotion from the list.

It was moved by Ciofani and seconded by Crevda to approve re-certification of the Fire Lieutenant promotional top 10 list.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

ADJOURNMENT:

Chairman Ciofani announced the next regular meeting on Tuesday, September 17, 2019.

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


A voice vote was taken and the motion carried.

Yes – 3 No – 0

The meeting was adjourned at 6:39 PM.



Nicholas Ciofani
Chairman



Michelle A. Owens
Deputy Clerk of Council, Recording Secretary

Tuesday, September 17, 2019
Date Approved