

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING SEPTEMBER 19, 2017**

To Order: The meeting was called to order at 6:30 p.m.

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

Minutes:

Regular meeting August 15, 2017

It was moved by Yost and seconded by Ciofani to approve the meeting minutes dated August 15, 2017 as submitted.

MOTION CARRIED

Reports:

UNFINISHED BUSINESS:

Amendment to Rule V, Section 4 b of Civil Service Commission Rules and Regulations

Chairman Yost addressed Assistant Law Director Morgan and asked if she could provide an explanation.

Assistant Law Director Morgan stated that this amendment is the same wording she provided during the last meeting. She stated that she asked for clarification during the last meeting and this was the way the Commission wanted to go.

Member Ciofani asked if there could be a more informative explanation on what Civil Service Commission has been doing so that the new member could understand.

Assistant Law Director Morgan stated that for the most part, Civil Service Commission's rules try and go by what the Ohio Revised Code states and because the Ohio Revised Code made some big changes several years back that we didn't keep up with and so this rule will bring our rule into line with O.R.C. with one exception.

Chairman Yost stated that because we are a City, we can make our own rules and regulations. The ones we had already established in the past were ok, but we have found them to be in conflict. These changes that were made by O.R.C. were primarily done in 2009. We had missed it and thought we better take a look at our own. We could leave it the

same, but it's ok. We use them as a guideline.

Member Ciofani explained that the bold language included in the amendment before us is just allowing Civil Service to give the information to the candidates that they requested. This would give more information than just the written scores. The Chairman felt that the additional information could not be used for protest or appeal because the additional information could be more subjective. In the past, they received this additional information however, recently they requested the additional information but the Commission was unsure because it wasn't in the rules to provide it. Civil Service has now decided to make it part of their rules to allow it but it would not allow for any protest.

Chairman Yost stated that the questions on the written examination can be appealed and protested. The candidate was asking for additional information related to their assessment, other than the scores on the written exam and so, there wasn't anything in the rules that allowed that information to be released. This will allow that information to be released under the stipulation that it cannot be appealed.

It was moved by Yost and seconded by Ciofani to approve the amendment as written to Rule V, Section 4(b) of the Civil Service Commission rules and regulations.

MOTION CARRIED

Chairman Yost moved the meeting on to new business.

Deputy Clerk Tjotjos addressed the Chair and asked if she could back him up to a point of order. She explained that the report section was skipped and she wanted to make sure that all members understood the items that were in her report as a few items will need action at a later date. She explained that the resolution noted tonight had its first reading September 5 and its second reading was during last night's Council meeting.

She noted the copies of the five letters received from candidates requesting to withdraw their names from the eligibility list, which under new business you will see Civil Service will need to certify a new top 10 list based on a few individuals who fell off the existing certified list.

Chairman Yost asked who those individuals were.

Deputy Clerk stated three were removed from the eligibility list and two were removed from the certified list. Candidate Tomlinson and Candidate Jones were removed from the certified list. Candidates Golay and Sada moved up. She stated she received an email from Chief Reese which indicated a status on the candidates who are on his top ten. There are two individuals that are under the CVSA, which is the ending part of the background checks. If they qualify after the results of the CVSA are in, they will be given an offer. He

does have two candidates, but he needs a minimum of three. She went on to explain that an email was received from Chief Reese requesting the promotional exam for lieutenants be given in the beginning of 2018. She explained that she has provided information for Civil Service to review relating to four agencies and their costs to give a fire entrance exam which will also need to be held in the beginning of next year.

She concluded her report stating that there was a question as to whether or not Civil Service Commission needed to certify the payroll at every meeting. Assistant Law Director Morgan had found under the Ohio Revised Code Section 9.41 that they do need to certify payroll. She asked Assistant Law Director Morgan if she had anything to add.

Assistant Law Director Morgan stated that Civil Service is essentially certifying the timesheets provided by the Chiefs. This section is not located in the normal section of 241 as it was found in section 9.41.

Member Ciofani asked if Council had any comments regarding the first two readings of the resolution.

Deputy Clerk stated no. Law Director Crites did give an explanation when it first appeared on their agenda September 5.

NEW BUSINESS:

Certify top ten firefighter paramedic list as candidates have been removed and candidates were added.

It was moved by Yost and seconded by Ciofani to certify the top ten firefighter paramedic list as presented.

MOTION CARRIED

Chairman Yost asked if there was anything else.

Deputy Clerk asked the Commission if they wanted her to proceed in providing Civil Service with promotional examination information for the next meeting. The information she provided tonight was just on the entrance exam, but will need a vote during the next meeting. She noted that the Ohio Fire Association was actually the least expensive this time. She stated that the pricing that was in the member's packets is good through 2018.

Member Ciofani asked who was used the last time.

Deputy Clerk Tjotjos stated that Ramsey and Associates was used for the fire entrance examinations.

ADJOURNMENT:

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

The meeting adjourned at 6:50 P.M.



Chairman



Recording Secretary



Date Approved