

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING APRIL 21, 2015**

To Order: The meeting was called to order at 6:30 P.M.

Roll Call: Present were Members Russ Friedrich, Dan Zezena and Chairman Jim Yost.
 Also present was and Recording Secretary Donna Tjotjos.

Minutes:

Chairman Yost noted the minutes of the last meeting held March 17, 2015 and asked for a motion.
 It was moved by Zezena and seconded by Friedrich to approve the minutes of March 17,
 2015 as presented
 MOTION CARRIED

Reports:

Recording Secretary noted a copy of a resignation received from Patrolman Ryan Young.

Chairman Yost noted receipt of the 2014 Annual Report to the State Personnel Review Board submitted by the Recording Secretary. He also noted the memorandum received regarding the requested inspection of the Fire promotional exam and discussion to occur under new business.

Recording Secretary provided an update on the filings of the Patrolman applications noting that there were 93 applications received with 47 being filed on the last day. It was noted that the hours listed in the advertisement to file the applications was 9:00a.m. to 3:30p.m. There were a few applicants who came in at 8:00a.m. and a few that came in after 3:30p.m. and were turned away. There was a question raised to her as to why there was a time given for filing the applications other than the hours of operation for City Hall. She explained that in the past, the Treasurer had to leave the office by 4:00p.m. to get the deposits of the day to the bank and it was impossible for the Recording Secretary to get the money orders handed in to the Treasurer's office before 4:00p.m. if applications were taken in after 4:00p.m. It was recently found that the Treasurer's office has changed their process in depositing monies for the day in that they now have a currier who comes in and picks the deposits up and so, the Treasurer will be here at 4:30 to accept the money orders filed with the applications. The Commission was asked to consider changing the filing hours to be the same as the business hours of City Hall.

Chairman Yost stated that it really wouldn't matter what the hours were stated because there will still be a few who will either want to file earlier than the hours stated or who will want to file later than the hours stated and they will still be turned away. However, since the Treasurer's procedures have changed there would be no reason not to allow for the applications to be filed during regular business hours. He asked that the subject be made part of next year's review of the advertisements for examinations.

Unfinished Business: None

New Business:

Certified and Eligibility List Update – No update

The Commission was tasked to inspect two Fire Promotional Exams provided by the new agency, IPMA and to choose either exam 401 or exam 402.

Also, because the test chosen was a semi-stock examination which will allow for three sources used in completing the exam, the Commission would need to eliminate questions from the examination to allow for questions to be added to the exam.

After lengthy discussion regarding the two examinations provided it was noted that test 402 included questions with answers such as “none of the above” or “all of the above”, it was found that test 401 was preferred.

It was moved by Zezena and seconded by Friedrich to use test 401 as the Fire Promotional examination.

MOTION CARRIED

Lengthy discussion was held regarding the removal of the questions from the examination to allow for questions to be added from our own sources.

Member Zezena stated that the Commission does not have enough knowledge as to what questions are of more importance when giving a Firefighter Paramedic promotional exam in order to make decisions to remove.

Member Friedrich stated that they never had to do something like this in the past.

It was explained that the last agency did all that for the Commission.

Member Friedrich concurred and stated that is why the Civil Service Commission hires an outside agency to provide the examinations in the first place. It shouldn't be up to the Commission to remove or add questions to any examination.

Chairman Yost requested and directed the Recording Secretary to contact the agency and ask them to either remove the required amount of questions in order that the Fire Department sources can be added or just have the agency include the additional questions to allow for those sources.

Recording Secretary reminded the Commission that the agility exam is this weekend with the check in time of 9:00a.m. at the Senior Center. She asked if the Members would be present for the check in time.

Members Zezena and Friedrich stated that they would both be out of town. Chairman Yost stated that he believes he could be here. Member Zezena stated that he will be here Tuesday evening for the written exam check in at the North Ridgeville Education Center. Member Friedrich stated that he will still be out of town that week.

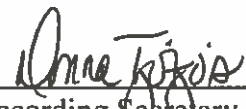
Chairman Yost stated that there was no other business for the Commission and asked for a motion to adjourn.

Member Friedrich moved to adjourn the meeting and Member Zezena seconded.
MOTION CARRIED.

Meeting adjourned at 6:58 P.M.



Chairman



Recording Secretary

May 19, 2015
Date Approved