

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING OCTOBER 20, 2015**

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

Roll Call: Present were members Dan Zezena, Vice Chairman Russ Friedrich and Chairman James Yost.
Also present was Recording Secretary, Deputy Clerk Donna Tjotjos.

Minutes:

Deputy Clerk Tjotjos noted that there were minor corrections to the minutes and provided a copy of the corrected minutes to the members noting the corrections.

Chairman Yost asked for a motion on the corrected minutes of September 15, 2015.

Moved by Friedrich and seconded by Zezena to approve the corrected minutes dated September 15, 2015.

MOTION CARRIED

Reports:

Deputy Clerk Tjotjos noted a letter sent at the direction of Civil Service Commission to Patrolman candidate Seitz notifying him of the decision to remove his name from the eligibility list and that he may appeal this decision at this meeting. It was noted that Mr. Seitz was not in attendance to appeal the decision and therefore, the removal stands.

Deputy Clerk Tjotjos also noted a letter received from Daniel T. Clancy & Associates announcing their retirement.

Deputy Clerk Tjotjos reported that there were 14 promotional exam invitations handed out to the firefighters and only 11 responded in favor of taking the exam.

It was explained that during the invitation handout on September 15 and September 16, the Fire Chief asked that Civil Service go back to mailing the invitations out to the individuals who are taking the exam instead of handing them out. It seems that there are too many variables, i.e.; employees calling in sick, employees shift not at the time of handing out the invitations, etc.

Explained was the process prior to 2012 in that Civil Service Commission mailed the promotional exam invitations out certified mail. Due to the cost to mail out the invitations certified mail, Civil Service Commission chose to change the process and hand out the invitations in person. Both procedures required a signature from the candidate indicating that he received the invitation. In 2012 the promotional exam invitations were handed out to the firefighter candidates with no problems or complaints. She continued on to explain that certified mail cost \$6.83 for each invitation sent.

Chairman Yost asked if the Commission needs to take action on this.

Deputy Clerk Tjotjos stated no, but she did want to bring the issue to Civil Service Commission's attention.

Member Zezena asked what the invitation letter includes. He asked if it included the materials they need to study from.

Deputy Clerk Tjotjos stated yes, it invites them to take the promotional exam as they are eligible and it includes the study materials they need to get.

Member Zezena stated that it could be that one could say they didn't get the material information at the same time as someone else. The mailing would occur by Civil Service Commission on the same date even though it may not be delivered by the post office on the same date.

Deputy Clerk Tjotjos stated that the Chief was notified a week in advance that the letter would be handed out on a specific date and was asked to notify his staff.

Member Zezena stated if they are notified in advance, there really isn't a reason for them not to be there to pick it up if they are interested in taking the exam. He didn't think handing them out should be a big deal then. He asked if this position would be selected by the Chief.

Chairman Yost added that the candidate may also be on vacation.

Deputy Clerk Tjotjos indicated for this particular time, one individual was sick, one was on medical leave and the other one didn't stick around after his shift.

Member Zezena asked if they were notified of the time the invitations were being handed out.

Deputy Clerk Tjotjos stated yes, when she notified the Fire Chief of the date the invitations would be handed out, he asked that she be there at 8:00a.m. in order to be there when the shift changed. However, Shift B didn't come in until the next day and that was why she had to be there on both September 15 and September 16.

Member Zezena stated that this is a tossup because if the individual was on vacation, they won't get the letter anyway.

Chairman Yost asked who was complaining about it.

Deputy Clerk Tjotjos stated that the Fire Chief mentioned it and stated that there were complaints from his staff. The Chief did ask that Civil Service go back to mailing the

invitations.

Member Friedrich stated so noted.

Deputy Clerk Tjotjos reminded the Commission that the written exam will take place next Tuesday, October 27, 2015 at 10:00a.m., with check in time at 9:30a.m. It is her hope to have the tests graded by Friday, October 30 and letters sent out November 2. The ten day protest for the scores of the examination will begin on November 2 and will run through November 13. Civil Service will review any protests during their meeting on November 17. Due to the holidays, the online assessment portion will begin on November 30 and will run through Friday, December 4. The face-to-face assessment will begin the week of December 7 and communications with PRADCO, the assessment center, were that they would provide the results of the assessment center by December 17.

Member Zezena asked what date will Civil Service Commission be needed to review the protests if there are any.

Deputy Clerk Tjotjos explained that November 17 would be the meeting date to review the protests if any are received. She continued to explain the steps PRADCO will take in reaching out to the candidates who passed the written exam in order to give them direction on their assessment schedules and process and noting that the sign in sheet for the written exam will ask for the candidate's mailing address, email and phone number.

Unfinished Business: None.

New Business:

Chairman Yost asked for a brief explanation on the additional amendment to the Rules and Regulations that is before them this evening.

Deputy Clerk Tjotjos noted that during the last meeting amendments were approved and when those amendments were being inserted into the Rules and Regulations it was found that seniority was mentioned in two sections of the Rules and Regulations and the recommendation of the Assistant Law Director was simply to repeal the second section.

Moved by Friedrich and seconded by Zezena to approve the amendments to the Rules and Regulations as presented.

MOTION CARRIED

Adjournment:


Moved by Yost and seconded by Friedrich to adjourn the meeting.

MOTION CARRIED

The meeting was adjourned at 6:50 P.M.



Chairman



Recording Secretary

11/17/15

Date Approved