

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

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

**Roll Call:**     Present were Members Russ Friedrich and Chairman Jim Yost.  
Absent was Member Dan Zezena  
Also present was Assistant Fire Chief Jon Graf and Recording Secretary Donna Tjotjos.

**Election of Officers:**

Discussion was held as to whether or not the Commission should wait until all members were present or if the Commission could choose to keep the position of officers as had in 2014.

Moved by Friedrich and seconded by Yost to retain the same officers as was in 2014.  
MOTION CARRIED

**Minutes:**

Chairman Yost noted the minutes of the last meeting held December 16, 2014 and asked for a motion.

It was moved by Friedrich and seconded by Yost to accept the minutes of December 16, 2014 as presented  
MOTION CARRIED

**Reports:**

Recording Secretary noted the Calendar of Events that were submitted in the Commission's packets and noted the special meetings that may be called in May due to examination protests.

Recording Secretary noted email correspondence received from Fire Chief Reese which indicated he would be in attendance to provide promotional information. However, Assistant Fire Chief Graf is in attendance as Fire Chief Reese had personal issues to attend to. Fire Chief Reese did indicate that there will be a Lieutenant retiring in 2016.

Assistant Fire Chief Graf stated that the Department will be losing one of the Lieutenants probably in February of 2016 and so, the Chief would like to have a promotional exam given this fall sometime in October or November. He would like to have that individual in position some time before the promotion will actually take place in order to give them time to prepare the next person. He explained that PRADCO was in front of the Commission a couple of months ago to give the Commission a presentation on the promotional exams they provide. He stated that would be the company that the Chief would like to use for the Assessment Center of the promotional exam. He was very impressed with them and feels that would be a good move for the Fire Department. He then provided correspondence from another agency that provides written examinations and stated that is the company the Fire Chief would like to use for the written exam. He stated the Chief believes that Clancy, the company we have used for the promotional exams in

the past, uses antiquated examinations and doesn't really measure what they are looking for so, he would like to try changing agencies. He stated that the correspondence being submitted tonight is a company that he did look at and he is relatively impressed with them. He stated that they have a lot of options as far as tweaking the exam. There may be even some cost saving factors by being able to deliver the exam themselves. They would give Civil Service the sealed packet of exams and Civil Service could then give the exam and submit back the exams resealed. The main reason for requesting the change in agencies is that the Chief is not impressed with what Clancy has provided as far as the written exams.

Chairman Yost acknowledged the statement and then addressed the Recording Secretary and directed that pricing be provided to the Commission for review.

Assistant Fire Chief Graf stated that was what the information the Chief asked him to provide for tonight's meeting and thanked the Commission for their time.

Chairman Yost and Member Friedrich expressed their appreciation for this information in a timely manner in order that the Commission has time to review and discuss. It was asked that the Chief provide the required written correspondence relating to the retirement in order that the Lieutenant's file get closed at the appropriate time and that direction is given for the promotional examination.

**Unfinished Business:**

Rule VIII, Section 2 Proposed Amendments was discussed along with the suggested verbiage provided by Assistant Law Director Morgan in her member dated November 21. This change would clarify the number of times a candidate's name can be on an eligibility list and that they will be removed and not omitted if they have been on the list more than three times.

Moved by Yost and seconded by Friedrich to approve the proposed amendment with the verbiage as presented by the Assistant Law Director.

**MOTION CARRIED**

**New Business:**

Chairman noted that there was no update on the Certified and Eligibility List.

It was requested that Civil Service Commission approve the date of the Patrolman Examinations, which the written exam was noted to be scheduled on April 28 and the agility exam is scheduled for April 25. Also noted was the Civil Service meeting scheduled for April 21 to review the applications. Also noted for approval was the exam notice, advertisement, application packet, which currently included job descriptions, provided by the Chief, as well as, the example of the agility exam. There were changes made to the agility exam, which will also need the approval of Civil Service Commission.

Moved by Yost and seconded by Friedrich to approval what has been presented with the inclusion of the verbiage of the Agility Exam.

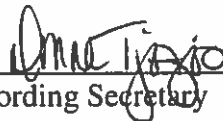
**MOTION CARRIED**

Member Yost adjourned the meeting.

Meeting adjourned at 6:50 P.M.



Vice Chairman



Recording Secretary

March 16, 2015

Date Approved