

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING NOVEMBER 15, 2016**

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

Roll Call: Present were Members Nick Ciofani, Dan Zezena, Chairman James Yost.

Also present were Assistant Law Director Toni Morgan, Assistant Fire Chief Jon Graf and Recording Secretary Donna Tjotjos.

Election of Officers:

It was moved by Zezena and seconded by Ciofani to nominate Jim Yost as Chairman. No other nominations presented.

MOTION CARRIED

Co-Chairman

It was moved by Yost and seconded by Zezena to nominate Nick Ciofani as Co-Chairman. No other nominations presented.

MOTION CARRIED

Secretary

It was moved by Yost and seconded by Ciofani to nominate Dan Zezena as Secretary. No other nominations presented.

MOTION CARRIED

Recording Secretary explained that normally election of officers occurs the first month of every year, there was a change in membership in Civil Service with Russ Frederick leaving and so, the election of officers will take place again in January per your Rules and Regulations.

Minutes:

Regular Meeting June 21, 2016; Postponed

It was moved by Yost and seconded by Zezena to approve June 21 meeting minutes as presented.

MOTION CARRIED

Regular Meeting September 20, 2016

Member Zezena noted that roll call has him present and absent.

Recording Secretary stated that the correction will be made to those minutes.

It was moved by Zezena and seconded by Ciofani to approve September 20 meeting minutes as corrected.

MOTION CARRIED

Regular Meeting October 18, 2016

It was moved by Zezena and seconded by Ciofani to approve October 18 meeting minutes as presented.

MOTION CARRIED

Reports:

Chairman Yost noted under reports that Assistant Chief Jon Graf is here to provide comments regarding the upcoming promotional fire examinations. He asked the Assistant Fire Chief to proceed.

Assistant Fire Chief Jon Graf explained he was in attendance on behalf of Fire Chief John Reese who couldn't make it. He stated that he wanted to touch base with the Commission on the timeline for testing for both the Assistant Fire Chief and Captain positions. He noted that Assistant Fire Chief Scott Bement will be retiring early summer of next year and the Chief would like to test that position specifically as soon as possible because there are a number of duties; such as Fire Prevention, Fire Investigator, etc. that needs to be trained and the best person to train for those types of responsibilities is the current Assistant Fire Chief. There is a lot of important information that the next person will need to be trained on and if they had time to train with him before he left, it would benefit the Department greatly. It is not a position that anyone could just be promoted to and know the job. It is also something that the Department doesn't want to leave open with lag time.

Chairman Yost agreed and added that it helps maintain continuity.

Assistant Fire Chief Graf stated that it is a pretty important position that he holds which includes the fire inspections and fire investigations.

Member Zezena asked if they had a date of his retirement.

Assistant Fire Chief Graf stated that he didn't have the actual date with him but knows that

it is early summer.

Member Zezena asked if the Commission had a letter sent to them.

Recording Secretary responded yes, we received the notice from Fire Chief Reese.

Assistant Fire Chief Graf stated that there is a current Lieutenant's list, but the lists will need to be made current for Assistant Fire Chief and Captain.

Member Zezena asked how long did Assistant Fire Chief Graf think it would take to be trained.

Assistant Fire Chief Graf stated that they are aware of how long it takes to get through this whole process and so they are keeping that in mind and hoping to get someone started to train as early next year as possible.

Member Ciofani asked how long the process takes.

Recording Secretary noted that unfortunately, the promotional exam was not part of this year's appropriations and so temporary funding is being requested. However, noted on the calendar of events; if those calculations are correct and the protest period remains the same, the Commission could certify a list no later than March 21. She stated that it is her understanding the Assistant Fire Chief Bement is retiring in June.

Chairman Yost stated that the list could be certified a little earlier than that. It all depends on how things work out.

Assistant Fire Chief Graf stated that the Chief wanted him to express that he did want to go with PRADCO again for the Assessment Center.

Recording Secretary stated that the money noted on the temporary appropriations will need to go up. Instead of \$18,000, it will be close to \$25,000 and wasn't sure if that will include both tests and so the number could double. She stated she would have to get with PRADCO to get clarification.

Member Zezena stated that he did like PRADCO but the Commission will need to be asked as a whole on what they feel. The Fire Chief is recommending them and he felt that they provided a great presentation.

Assistant Fire Chief Graf stated they seem to do a much better job at assessing a person's skills and abilities for the job.

Member Zezena asked who came off the last Assistant Fire Chief's list.

Assistant Fire Chief Graf responded he did, but PRADCO wasn't used as the Assessment Center. PRADCO was used for the Lieutenant's test. At that time, it was Clancy who did the Assessment Center.

Member Zezena stated that it seemed to work pretty good.

Recording Secretary stated that the Commission has never used the Ohio Fire Chief's Association. We've only used Clancy and PRADCO for the Fire Department Promotional exams.

Chairman Yost directed the Secretary to make the changes to the temporary appropriations to be filed with the Auditor's office.

Member Ciofani asked if that would need Council's approval.

Recording Secretary stated that it may if it goes over \$50,000.

Assistant Fire Chief Graf thanked the Commission for their time.

Member Ciofani asked if it was assumed that with the numbers presented that the Commission would be using Ohio Fire Chief's Association for all of the testing.

Recording Secretary stated yes, based on cost and past practice, Ohio Fire Chief's Association was the lowest and so, it was used for the temporary appropriations that went to the Auditor's office. With PRADCO, these numbers presented could double based on the quote being for one examination. However, the number of candidates may be less than what was used for the quote. She stated that the memo did indicate that those numbers were approximate until after this meeting based on the decisions of the Commission.

Unfinished Business:

Approval of Rule V, Section 10 amendment (Postponed during the last regular meeting)

Chairman Yost asked if there were any other changes to be made to that before it can be taken care of. He stated that this has been rewritten.

Assistant Law Director Morgan clarified that the bold language is the added language. The underlined language was language that was added after it was discussed on August 16.

Chairman Yost asked if there weren't any other changes, he would entertain a motion.

It was moved by Zezena and seconded by Ciofani to approve the amendment as presented.

MOTION CARRIED

Assistant Law Director Morgan explained that there are other small changes in the Rules that have been looked at that are mostly wording changes to clarify things.

Chairman Yost asked changes in what.

Assistant Law Director Morgan stated in the Rules. Some things are not stated whether it applies to promotional or entrance or both and so, the plan was to every now and then, offer these minor amendments.

Chairman Yost stated as long as it isn't this one.

Assistant Law Director Morgan stated that this is one that required the most changes and it was the most important at the time. The others are less important as they are just to clarify things a little more and present them from time to time.

Chairman Yost stated that there have been a lot of extra words and terminology on a few of the rules throughout the years. Sometimes they make the changes and it is not all inclusive for a few other things that it affects.

Assistant Law Director Morgan stated that what amazes her is that for the Fire Department, the rules are much more specific and then for police, they don't exist at all in the ORC and so, we have intended to include Fire and Police on each of the rules.

Chairman Yost stated that the state doesn't and so, we are going by the state regulations most of the time. He believes that there will be some changes coming down the road with stuff they have been faced with in terms of Police brutality and procedures and all that. He then moved the meeting on to new business.

New Business:

Chairman Yost noted the Calendar of Events for Fire Promotional Examinations.

Recording Secretary Tjotjos noted that she included the entrance examination dates, etc. for the Patrolman because the temporary appropriations had to have those numbers included.

Chairman Yost asked if that exam has to be done that early too.

Recording Secretary stated that the advertisements have to be placed prior to the end of the first quarter. The advertisements have been historically placed in the Cleveland Plain Dealer and Chronicle. Those charges were also included.

Member Ciofani asked if we advertise online.

Recording Secretary stated that the Civil Service advertises on the City's website as well as Cleveland.com

Member Ciofani stated he asks because he finds it hard to believe that people actually will buy a paper to sit and read the job postings.

Member Zezena explained that the majority of the applicants come from Cleveland.com.

Chairman Yost entertained a motion to accept the calendar of events for Fire Promotional examinations and entrance Patrolman examinations as presented.

Member Ciofani asked what normally happens on the date listed as April 24 where it states written exam.

Member Zezena stated that someone representing Civil Service has to be there to help check in the applicants by reviewing licenses and making sure addresses are correct and checking them in. He stated he usually goes.

Member Ciofani asked if we proctor.

Member Zezena stated that the members don't proctor, they usually help check in the applicants and usually the agency who provides the test usually proctors for us. He addressed the Recording Secretary and asked if that was correct.

Recording Secretary Tjotjos stated that the Ohio Fire Chief's Association will proctor. IPMA did not provide a proctor. I/O Solutions is out of Chicago, so they send instructions for us to do the proctoring.

Member Ciofani asked at what location are the exams held.

Chairman Yost stated usually at the Education Center.

Assistant Law Director Morgan stated that the Commission may have to look at proctoring because they are going to want neutral boundaries.

Member Zezena stated that on Mondays and Thursdays he teaches and so, he may not be

available for April 24.

Member Ciofani indicated that he will not be available April 22 through April 30.

It was moved by Zezena and seconded by Ciofani to approve the calendar of events.

MOTION CARRIED

Chairman Yost noted that the testing agency(s) summary of costs was provided for the Commission's review.

Member Zezena asked if Member Ciofani had any questions regarding the testing agencies discussed such as PRADCO.

Member Ciofani stated that he trusts the Commission as they have done this before and also the Fire Chief is the professional in it, he would just look at the cost.

Chairman Yost stated that Clancy had provided our tests for quite a few years. They have changed in the last few years. They retired and some of the partners in the business had taken it over and we haven't really wanted to go back to them.

Member Zezena stated with PRADCO, he was impressed with their presentation. The Fire Chief had brought them to our attention and he felt they were really good because it wasn't just about fundamentals or being able to memorize a book. He stated that played a part in the score, but then there is the interview process in which PRADCO brought in psychological stuff into it, they brought Human Resource aspect into it and they looked at whether or not someone could serve as a leader and so, it was very good. If you are looking for someone to lead; it is expensive, but it is a great service to try and pick a good leader out.

Chairman Yost stated that the written tests are one thing, but when you get into promotional examinations you have to have a lot more individual testing that has a psychological value on it.

Member Zezena added someone capable of making a decision. A leader able to make a decision and that is what they add value. He stated that he knows a couple of the Fire Chiefs that use PRADCO in the area. He called on North Royalton and they absolutely love them. He stated that the Commission is more than welcome to read over the presentation by Ohio Fire Chief's Association, but he is leaning more toward PRADCO.

Recording Secretary Tjotjos stated that the Fire Chief does like PRADCO. The Ohio Fire Chief's Association is used for promotional testing primarily in the big cities such as Elyria

and Lorain. We have not used them. PRADCO only provides the Assessment Center. They do not provide the written exam and so, Civil Service Commission will have to choose an agency for the written portion of the exam. She stated that Civil Service Commission used IPMA for the last written promotional and the feedback from the Commission was not good.

Member Ciofani stated that if the Commission chooses PRADCO at the amount that was stated between 40 and 50,000. He asked if Council will have an issue with that.

Chairman Yost stated that this is only for promotional and not comparing the 40 or 50,000. It would be more money.

Member Ciofani stated that he just didn't know Council and didn't know how they would react.

Assistant Law Director Morgan asked if PRADCO didn't provide the written assessment.

Recording Secretary Tjotjos stated that they don't offer the written exam. They offer the assessment center.

Assistant Law Director Morgan asked for clarification.

Member Zezena explained they offer the psychological portion of the examination, the assessment portion.

Assistant Law Director Morgan asked if that was all that was needed or was there a written exam.

Recording Secretary Tjotjos stated that there is a written exam also.

Assistant Law Director Morgan asked if that would be \$25,000 plus the cost of the written exam. She asked which examination is given first.

Member Zezena stated that the written test is given first and those that pass the written exam go onto the Assessment Center.

Chairman Yost stated that it is too bad you needed to provide estimated numbers to the Auditor's office before the Commission had a chance to talk about it.

Assistant Law Director Morgan asked who was used for the written portion for the last promotional.

Recording Secretary Tjotjos stated that IPMA was used.

Chairman Yost stated that the commission isn't fond of them as the Commission felt that they did more of the work than they did.

Assistant Law Director Morgan asked if that decision had to be made tonight.

Recording Secretary Tjotjos stated yes.

Member Zezena asked again if Ohio Fire Chief's Association was used in Elyria and Lorain for the written exam.

Recording Secretary Tjotjos stated that they are used for both the written and assessment. She noted that she provided a summary of which agencies were used by which municipalities a while ago.

Member Zezena asked who uses I/O Solutions.

Recording Secretary Tjotjos stated that our Police Department uses I/O Solutions.

Member Zezena asked if that was the one that the Police Chief pushed for the last time.

Recording Secretary Tjotjos stated not this Police Chief but Police Chief Thomas did, yes. I/O Solutions' written exam provides TRAIT reports which includes the psychological portion of the exam.

Member Zezena stated that PRADCO does that.

Recording Secretary Tjotjos stated that I/O Solutions provides that section in their written examination.

Member Ciofani stated that his concern was if we have to go back for more money and if Council will have a problem or turn this down.

Assistant Law Director Morgan stated that she didn't think Council could turn that down. They have to fund the Commission.

Member Yost stated that it is a formality.

Recording Secretary Tjotjos stated that they do have to fund the Commission's examinations, but if they saw the lower cost with one agency and now a higher amount with a different agency, they are going to ask why the higher agency is being used.

Member Zezena stated that the Commission has used them in the past and he didn't see why they wouldn't allow us to use them again. They did provide an excellent product the last time. We don't use them for the entrance exam because they are expensive. Taking a test and studying a book word for word does not mean you are a good leader. It means that you know how to study for a test.

Chairman Yost stated that the personal assessment is so much more important.

Recording Secretary Tjotjos stated that the Commission could determine that a written exam is not needed for a promotional.

Member Zezena stated that hasn't been past practice and the Commission would get a lot of flak on that. He stated that you would be looking at subjective versus objective then. If you put them both, then you have objective as the written test where you can quantify it and then you have the subjective because you are getting subjective answers from the service.

Assistant Law Director Morgan stated that the written exam is kind of categorized where it can weed some out.

Chairman Yost stated that when they show up at an unusual fire, you have to have those officers in place that can make a quick judgement call and that takes a lot of character which is why the personal assessment is important, but he also has to have the knowledge from the books in order to know how to handle a situation.

Member Zezena stated that the written exam objective is that they know the medical and fire protocols, they know their operating procedures and they know leadership from a book that they read. Then when they go to PRADCO, they say that this person is a better fit for this position. Even though it is expensive to do both, he believes that they are both required.

Member Ciofani agreed with that.

Chairman Yost stated he would tend to lean toward the Ohio Fire Chief's Association for the written exam.

Member Zezena asked if the Fire Chief recommended Ohio Fire Chief's Association.

Recording Secretary Tjotjos stated that they recommended the Ohio Fire Chief's Association years ago, but they were more expensive than Clancy.

It was moved by Zezena and seconded by Yost to approve Ohio Fire Chief's

Association as the agency to provide the written exam and PRADCO as the agency to provide the Assessment Center portion of the exam.

MOTION CARRIED

The presentation to be provided by the Ohio Fire Chief's Association was cancelled due to a death in the family.

It was moved by Yost and seconded by Zezena to direct Recording Secretary Tjotjos to resubmit the temporary appropriations for Civil Service Examinations with the corrected calculations from Ohio Fire Chief's Association and PRADCO.

MOTION CARRIED

ADJOURNMENT:

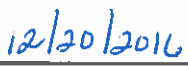
The meeting was adjourned at 7:05 P.M.



Chairman



Recording Secretary



Date Approved