

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, APRIL 22, 2024**

CALL TO ORDER:

The meeting was called to order at 5:00 PM.

ROLL CALL:

Present were Secretary Amie Espinosa-Gonzalez, Vice-Chairman Sam Spann and Chairman Donald Schiffbauer. Also present were Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

APPROVAL OF MINUTES:

Regular Meeting Minutes of March 25, 2024

Chairman Schiffbauer asked if the Commission had any questions or revisions regarding the regular meeting minutes of March 25, 2024.

None were given.

Moved by Schiffbauer and seconded by Spann to approve the regular meeting minutes March 25, 2024.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

REPORTS:

Status update for Police & Fire Entrance Examinations

Deputy Clerk of Council Wieber discussed the number of candidates that had applied for both the Police and Fire examinations and scheduled to take the examination. She added that the application period would end on May 27th. She talked about the advertising sites and newspapers that the postings were listed in as well.

Chairman Schiffbauer commented that he hoped the number continued to grow prior to May 27th.

UNFINISHED BUSINESS:

NEW BUSINESS:

An Oath of Office for Patrolman Kevin Barber dated Friday, April 19, 2024.

Chairman Schiffbauer stated that the Commission had received the Oath of Office for Patrolman Kevin Barber dated Friday, April 19, 2024, and congratulated him and his family.

Re-certify the Police Patrolman Class D Entrance Eligibility list due to patrolman appointment.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – MONDAY, APRIL 22, 2024**

PAGE 2

Chairman Schiffbauer stated that the Commission had received a copy of that list and that due to the appointment of the patrolman, the Commission would need to re-certify the Police Patrolman Class D Entrance Eligibility list.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to approve the Police Patrolman Class D Entrance Eligibility list.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Certification of payroll by Civil Service Commission (Per Rule I, Section 3).

Chairman Schiffbauer stated that due to the appointment of Patrolman Kevin Barber, the Commission would need to certify payroll. He discussed that the Commission had a chance to review the list and asked if there were any questions.

None were given.

Moved by Schiffbauer and seconded by Spann to certify payroll list.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Police Sergeant Promotional Examination candidate participation.

Chairman Schiffbauer explained to Vice-Chairman Spann that if he had read the minutes, he saw that they had a candidate that did not submit the necessary documentation prior to the deadline date and at that time, the Administration decided that they would leave it up to the Civil Service Commission to make the decision on whether or not the applicant was eligible to take the exam. He asked Deputy Clerk of Council Wieber if he was correct that she had not received confirmation that the candidate wanted to take the exam prior to the March 1st deadline.

Deputy Clerk of Council Wieber stated that that was correct.

Chairman Schiffbauer explained that at the last meeting they had taken a vote, which was one ye and one nay, so they decided to table it to the current meeting. He stated that the Commission had received information regarding Rule I, Administration, from the Civil Service Rules. He then read the rule. He explained that the Commission also had before them a copy of the communication that was sent to all participants for the testing process dated February 2nd. He discussed that on the form in all caps, it stated, "Please notify this office no later than 4 PM, Friday, March 1, 2024, of your acceptance or rejection to participate in the examination process, using the enclosed form. A response must be received and failure to respond will be considered a negative reply". He then talked about the next page being the promotional examination response form, which required a response due by 4 PM, Friday, March 1, 2024, and that the applicant could either accept or decline. He added that again, in Rule 5, of the Civil Service Rules, the last sentence stated, "Failure to respond to the notice, will be considered a negative reply". He then asked if there was any discussion from the Commission.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – MONDAY, APRIL 22, 2024**

PAGE 3

Vice-Chairman Spann asked if they were split on their vote.

Chairman Schiffbauer explained that they were at that meeting, but after having had the rules before him, and the clear notification that was provided to all recipients that were potentially taking the test, he thought they should uphold the ineligibility because the officer did not submit the enclosed form in the given timeframe.

Moved by Schiffbauer and seconded by Spann to uphold the ineligibility due to the officer not submitting the response form during the required timeframe.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Rule VIII, Appointments of Police and Fire Personnel, Section 1, Number of names to be certified; appointment from other appropriate lists.

Chairman Schiffbauer stated that there was an amendment presented at the previous meeting regarding Rule VIII, Section 1, and read the second paragraph's current language. He then read the proposed language to be added after the second paragraph.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to approve the amendment to Rule VIII, Section 1, added language.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Review of protests to the Police Sergeant, Lieutenant and Captain Promotional written exams.

Lieutenant's Examination, Question No. 47

Chairman Schiffbauer read the examination question along with the correct answer. He then read the protest and the testing company's response. He asked Police Chief Freeman if the question was applicable to the position of Lieutenant.

Chief Freeman stated that it was not.

Chairman Schiffbauer asked if there were any questions from the Commission members.

None were given.

Moved by Schiffbauer and seconded by Spann to grant the protest and remove the question from the Lieutenant's promotional examination.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – MONDAY, APRIL 22, 2024**

PAGE 4

Sergeant's Examination Question No. 5

Chairman Schiffbauer read the examination question along with the correct answer. He then read the protest and the testing company's response. The candidate thought they answered the correct answer but when their test was reviewed, they answered incorrectly.

Moved by Schiffbauer and seconded by Spann to deny the protest.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Sergeant's Examination Question No. 9

Chairman Schiffbauer read the examination question along with the correct answer. He then read the protest and the testing company's response. The candidate thought they answered the correct answer but when their test was reviewed, they answered incorrectly.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to deny the protest.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Sergeant's Examination Question No. 53

Chairman Schiffbauer read the examination question along with the correct answer. He then read the three protests and the testing company's response.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to deny the protests.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Sergeant's Examination Question No. 65

Chairman Schiffbauer read the examination question along with the correct answer. He then read the protest and the testing company's response. The candidate thought they answered the correct answer but when their test was reviewed, they answered incorrectly.

Moved by Schiffbauer and seconded by Spann to deny the protest.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Sergeant's Examination Question No. 73

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – MONDAY, APRIL 22, 2024**

PAGE 5

Chairman Schiffbauer read the examination question along with the correct answer. He then read the protest and the testing company's response. The candidate thought they answered the correct answer but when their test was reviewed, they answered incorrectly.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to deny the protest.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to open the floor for public comment.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

No public comment was given.

Chairman Schiffbauer stated that the next Civil Service Commission meeting would be held on May 20, 2024.

ADJOURNMENT:

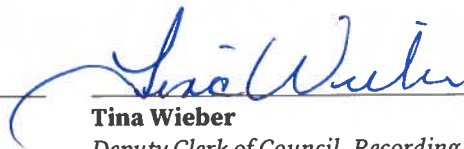
Moved by Schiffbauer and seconded by Espinosa-Gonzalez to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

The meeting was adjourned at 5:26 PM.


Donald Schiffbauer
Chairman


Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, May 20, 2024
Date Approved