

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, APRIL 24, 2023**

CALL TO ORDER:

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

ROLL CALL:

Present were members Bill Holland and Co-Chairman Sam Span. Also present were Prosecutor Sean Kelleher and Deputy Clerk of Council Tina Wieber.

Chairman Donald Schiffbauer was excused.

MINUTES:

Co-Chairman Spann asked if the Commission had any questions or comments regarding the regular meeting minutes of March 27, 2023.

None were given.

Moved by Holland and seconded by Spann to approve the regular meeting minutes of Monday, March 27, 2023 as presented.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

UNFINISHED BUSINESS:

Amendment to Rule I, Section 6 (f), The Order of Business

Co-Chairman Spann explained that the amendment to Rule I, Section 6 (f), was to add audience comment to The Order of Business Section, so that if an audience member attending a public Civil Service Commission meeting wished to speak about an item on the agenda, the Chairperson may allow them to do so.

Moved by Holland and seconded by Spann to approve the amendment to Rule I, Section 6(f) by adding audience comment.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Amendment to Rule VI, Section 5, Completion of Application Blanks adding ORC 1306.06

Co-Chairman Spann explained that the amendment would allow electronic signatures and notarizations in order for exam and lateral transfer applications to be submitted online. He explained that it was

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already in ORC 1306.06 but was now going to be added to the Civil Service Commission's Rules & Regulations.

Moved by Spann and seconded by Holland to approve the amendment to Rule VI, Section 5, by adding ORC 1306.06.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

NEW BUSINESS:

Co-Chairman Spann stated that the Commission had received letters of retirement on December 19, 2022 from Fire Captain Paul Sadowski notifying the Commission of his last day on March 31, 2023 and on March 22, 2023 from Fire Lieutenant Greg Laborie notifying the Commission of his last day on April 4, 2023.

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

Co-Chairman Spann stated that they needed to certify the payroll due to changes in the lists.

Moved by Holland and seconded by Spann to certify the payroll.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Review the testing agencies and costs for the Police and Fire Entrance Exams.

2023 Police Entrance Examinations - Approve agency and review costs

Co-Chairman Spann stated that over the last several meetings they had viewed presentations and received information regarding testing agencies, what they offered and pricing. He explained that they had reviewed three different agencies and those were Ohio Public Safety, Clancy & Associates & NTN. He discussed that what stood out to him was NTN's willingness to work with the department to provide validation and developmental information if there was a protest. He added that when the recent promotional exams were given that they had received a lot of feedback from the Firefighters that there wasn't that opportunity to receive any of that information and he felt that was a really good option that they gave. He mentioned that he also liked that they offered virtual proctoring as it would be convenient and would allow additional candidates to test and apply with more convenience from their own home. He added that the last thing that impressed him was the advertising and recruitment aspect. He stated that hopefully NTN would recruit good quality candidates because they had a very far-reaching platform.

Member Holland stated that at the last meeting they had presentations from the various testing companies.

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Deputy Clerk of Council Wieber commented that that was correct. She stated that most of the presentations were regarding the Police Promotional Exam but that they did touch on the subject of entrance exams as well.

Member Holland asked what companies they had chosen for that exam.

Co-Chairman Spann stated that they had chosen NTN for the written portion.

Deputy Clerk of Council Wieber mentioned that for the assessment portion they had chosen OACP.

Co-Chairman Spann commented that OACP worked with NTN as well.

Moved by Holland and seconded by Spann to choose NTN as the agency to provide the 2023 Police Entrance Examination.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

2023 Fire Entrance Examinations - Approve agency and review costs

Co-Chairman Spann stated that they had received and reviewed the agencies and pricing. He stated that again he was impressed with NTN regarding the developmental information that they could provide as well as the convenience they provided and recruitment and advertising. He asked Member Holland if he had anything he wanted to add.

Member Holland stated that he did not.

Moved by Holland and seconded by Spann choose NTN as the agency to provide the 2023 Fire Entrance Examination.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

ADJOURNMENT:

Moved by Holland and seconded by Spann to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

The meeting was adjourned at 6:10 PM.

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Donald Schiffbauer
Chairman



Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, May 22, 2023
Date Approved