

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING FEBRUARY 21, 2012**

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

Roll Call: Present were Members Jim Yost, Russ Friedrich, and Dan Zezena.
Also present was Recording Secretary Donna Tjotjos

Election of Officers:

Jim Yost opened the floor for nominations for Chairman.

Member Zezena nominated Jim Yost as Chairman. No other nominations stated.
Jim Yost is Chairman of the Civil Service Commission for the year 2012.

Chairman Yost opened the floor for nominations of Vice Chairman.

Member Zezena nominated Russ Friedrich as Vice Chairman. No other nominations stated.
Russ Friedrich is Vice Chairman of the Civil Service Commission for the year 2012.

Chairman Yost opened the floor for nominations of Secretary.

Member Yost nominated Dan Zezena as Secretary. No other nominations.
Dan Zezena is Secretary of the Civil Service Commission for the year 2012.

Minutes:

Chairman Yost asked if all had a chance to review the minutes dated November 15, 2011.

It was moved by Friedrich and seconded by Yost to approve those minutes.

MOTION CARRIED

Chairman Yost asked if everyone had a chance to review the minutes dated January 17, 2012 noting that they were short.

It was moved by Yost and seconded by Zezena to approve those minutes.

MOTION CARRIED

The proposed amendment to the Rules and Regulations was provided to the Members in their packet per the minutes of the meeting held in November. The following proposal was read.

Proposed Amendment to the Rules and Regulations:

Rule VI, Section 2 Applicants for examinations for original appointment to the Fire Department as a firefighter must have attained the age of eighteen (18) on or prior to the date of appointment and must provide documentation showing they are a State of Ohio Certified Paramedic at the time of filing the application.

A brief discussion was held noting the reason this amendment is being presented is the fact that an applicant needs to be a certified Paramedic at the time of appointment and many times the applicant is not certified at the time of appointment and because of that he is removed from the list. The Fire Department has requested that they be certified prior to filing their application for examination.

It was moved by Friedrich and seconded by Zezena to approve the amendment to the Rules and Regulations as presented.

MOTION CARRIED

The Firefighter Entrance Examination was discussed in length. The proposed date and facility were agreed upon by the Members. The examination date is scheduled for April 12 and after conversations with the School Board, the facility scheduled to hold the examinations is the Education Center. The time applicants need to sign in is 6:00 P.M.

After a brief discussion regarding the agency to perform the examination, it was agreed upon by the Members to use Clancey and Associates as the agency to administer the exam.

The application for applicants was presented to the Commission with a brief discussion held regarding the attached document discussed during the November meeting which was presented by the Fire Department. It was noted that the Civil Service Commission requested changes to this document during their meeting in November and the amended document has not yet been received. Chairman Yost requested that the Recording Secretary contact the Fire Chief to see how soon this document can be submitted in order for it to be included in the application.

It was moved by Friedrich and seconded by Yost to approve the application without the documentation.

Chairman Yost stated that if the amended document is presented to Civil Service prior to the date the applications are available; the Civil Service will review it and act at that time.

A lengthy discussion was held regarding the costs associated with the Firefighter's Entrance Examination, noting the advertising costs and examination costs.

It was moved by Friedrich and seconded by Zezena to approve the costs and to advertise with those newspapers presented.

MOTION CARRIED

The calendar of events was presented to the Commission regarding dates associated with meeting dates; exam dates; and protest dates.

It was moved by Friedrich and seconded by Yost to reschedule the April 17 meeting to be held April 24 in order to review any protests that may be submitted.

MOTION CARRIED

Chairman Yost asked if there was any other business to be brought before the Commission.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING - FEBRUARY 21, 2012**

PAGE 3

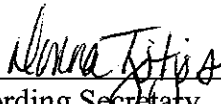
A brief discussion was held regarding possible promotions this year. It was noted that Civil Service Commission has not received anything in writing regarding retirements and promotional examinations that would follow a retirement.

Adjournment:

Meeting adjourned at 6:55 P.M.



Chairman



Recording Secretary

March 20, 2012
Date