

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF  
REGULAR MEETING                      FEBRUARY 15, 2011**

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

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

**Minutes:**

Chairman Yost noted a correction on the minutes dated January 18, 2011 under roll call. The minutes stated that Russ Friedrich was in attendance and he was not in attendance for that meeting.

moved by Zezena, seconded by Yost to approve the minutes as corrected  
MOTION CARRIED

**Reports:**

Members received and reviewed the 2011 Calendar of Events, specifically as it relates to the Patrolman Entrance Examination.

**Unfinished Business:**

Chairman Yost noted that there was no unfinished business.

**New Business:**

Presented to the Commission for approval was the 2011 Patrolman Entrance Exam Costs, which included the cost to I/O Solutions for the written examinations and trait reports, advertising costs to the Chronicle, the Press and the Plain Dealer; shipping and mailing costs. It was explained that the advertisement costs increased from the last police entrance examination and that the cost of the examinations were based on 200 applicants.

moved by Friedrich, seconded by Yost to approve the costs related to the 2011 Patrolman Entrance Exam

MOTION CARRIED

Civil Service Members agreed to run the ad in all four Press papers, the Chronicle and the Plain Dealer

A brief explanation was provided regarding the application packet noting that none of the forms changed from the last police entrance exam except for the dates. It was also stated that during the last meeting, the Civil Service Commission members decided to hold the agility examination prior to the written examination.

moved by Zezena, seconded by Friedrich to approve the application packet  
MOTION CARRIED

The advertisements to be placed on the City's website and in the three newspapers were presented to the Commission for approval. A brief discussion was held noting that there were no changes from the last advertisement except for the dates.

moved by Friedrich, seconded by Zezena to approve the advertisements

**MOTION CARRIED**

After the review of the advertisement, it was suggested that based on today's economy, future research should be considered in terms of what the current medium residential income is in North Ridgeville as it compares to the wage level of newly hired employees.

The agility examination form was provided to the members for review and approval. A brief discussion was held noting that the police assessors who helped proctor the last agility examination suggested that the candidate's number should be on the form prior to handing them out. That suggestion was incorporated into the form.

moved by Zezena, seconded by Yost to approve the agility examination form presented

**MOTION CARRIED**

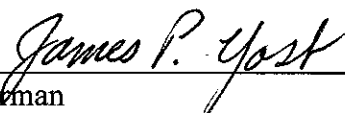
Chairman Yost asked if the Education Center had been reserved for the examination. The response was that they are reserved and the building permit is being presented for signature.

A brief discussion was held regarding a letter received via facsimile this date to the Civil Service Commission from Attorney at Law Rebecca Gillissie. This letter referred to a candidate who obtained position number two on the Patrolman Class C Certified Eligibility List for 2009-2011 and requests that he be exempted from having to take the upcoming Patrolman Class C Entrance Exam due to a conversation he had with the former Police Chief. A brief discussion was held relating to the expiration date of the current certified eligibility list and direction was given to the Recording Secretary to research what was said to this candidate.

**Adjournment:**

Chairman Yost asked if there was any other business. Hearing no other business, he adjourned the meeting.

Meeting adjourned at 7:00 P.M.

  
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Chairman

  
\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
March 15, 2011  
Date