

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING DECEMBER 19, 2017**

To Order: The meeting was called to order at 6:30 p.m.

Roll Call: Present were members Michael Crevda, Nick Ciofani and Chairman James Yost.
Also present was Assistant Law Director Toni Morgan and Recording Secretary Donna Tjotjos.

Minutes:

Regular meeting November 21, 2017

It was moved by Ciofani and seconded by Crevda to approve the meeting minutes dated November 21, 2017 as submitted.

MOTION CARRIED

Reports:

Recording Secretary Tjotjos noted that the 2018 regular meeting schedule for all of North Ridgeville public bodies was submitted to the members in their packet along with the 2018 contact information of all Boards, Commissions and Administration and a copy of the signed amended Rules and Regulations.

Assistant Law Director Morgan indicated that she did not receive the meeting schedule.

Recording Secretary Tjotjos stated that she will email her a copy.

Chairman Yost asked if there were any comments on the documents received. Hearing none, he moved on to new business.

UNFINISHED BUSINESS:

NEW BUSINESS:

Request to approve the following for firefighter entrance examinations 2018:

Facility
Agency
Examination Costs and Advertising Costs
Notice
Applications

Member Ciofani asked if there were any changes from previous years or are the items to be approved tonight just standard boiler plate for the firefighter class D entrance exam.

Recording Secretary Tjotjos stated that they are pretty much boiler plate such as the application. However, changes that are made every year are the starting salary and dates.

Member Ciofani asked if there were any issues from the past in the changes that are new for this year.

Recording Secretary Tjotjos explained there were four different agencies that were provided to the Commission this year with their respective costs. One of those agencies will be chosen and then the overall cost to include the advertising, mailing and agency's fees for the exams.

Assistant Law Director Morgan asked if all the documents are handed out to the applicants.

Recording Secretary Tjotjos provided a copy of the entire application packet and stated that all the documents are attached to the application and is handed out to each applicant. She continued to explain that the facility that Civil Service Commission always uses is the North Ridgeville Education Center and the event calendar provided by the school was attached to show the confirmation of the date and time of the examination.

It was moved by Ciofani and seconded by Crevda to have the examination at the North Ridgeville Education Center.

MOTION CARRIED

Chairman Yost stated that the agency is going to be a little harder to choose. He asked what agencies from this list have been used before. He noted that I/O Solutions doesn't provide a proctor.

Recording Secretary Tjotjos stated that I/O Solutions doesn't provide a proctor because they are located in Chicago. It would be too costly to fly someone here to proctor an exam. She explained the Ohio Firefighter Association provided the last promotional exam. They are local and they do provide proctors. On the report given and under protest allowed, that actually was changed to allow for the City's protest and she asked Assistant Law Director Morgan to explain.

Assistant Law Director Morgan stated that the Ohio Firefighter Association stated they wouldn't provide a protest period, but that was based on the applicant actually being able to look at the exam. Once they found that our protest only allows the applicant to look at his own answer sheet and protest only the calculations, they agreed to allow the protest based on the calculations only.

Member Ciofani asked if there were any protests with that company in the past.

Recording Secretary Tjotjos stated no.

Chairman Yost asked if there were any other agencies used in the past.

Recording Secretary Tjotjos stated that Ramsey and Associates was used in the past and they are quite expensive. There was a charge for protests but they also agreed to remove that charge because the City wasn't allowing their exam to be reviewed by the applicant. She continued on to state that Ohio Public Safety is new to the Commission which their costs were also provided. She stated that she tried to provide the Commission with more information on agencies as more agencies became available. Ohio Public Safety also will allow protests only on the answer sheet and they are local.

Chairman Yost asked if there was any input from the Chief or anyone regarding an agency of choice.

Recording Secretary Tjotjos stated no. The entrance exam isn't as controversial as a promotional exam and for the most part, Civil Service Commission chooses the agency for entrance examinations.

Chairman Yost stated his feeling is to use the Ohio Firefighters Association.

Member Ciofani stated that would be his choice as well. They are inexpensive compared to the other agencies. He stated he sees no reason to change.

It was moved by Yost and seconded by Crevda to approve the Ohio Firefighter's Association as the agency to provide the 2018 firefighter entrance exam and approve the cost of their exam fees.

MOTION CARRIED

Recording Secretary Tjotjos continued on to explain the advertising fees. She stated the Plain Dealer and Chronicle have always been chosen to advertise the examinations. Their costs are low because the advertisement basically directs the applicant to review our website for detailed information. The Plain Dealer will run on two Sundays and thirty days on Cleveland.com and the Chronicle will run on two Wednesday's.

Member Ciofani asked if other websites will pick up the ad from Cleveland.com, specifically, the bigger job and career boards.

Recording Secretary Tjotjos stated no, but the City has used Indeed.com in the past for other job postings.

Member Ciofani asked if that could be looked into. He didn't want to hold this up, but his belief is nowadays people aren't buying newspapers to job hunt. Most of it is done on the computer.

Recording Secretary Tjotjos stated for the most part, they are finding the ad on Cleveland.com.

Member Ciofani asked if Indeed.com could be used and what the cost was. He asked if that could be looked into based on the lack of applicants compared to previous years.

Recording Secretary Tjotjos stated this year, the advertisement will also be posted at the fire academies which haven't been in the past. That posting is free to the City and this will be the first year the City posts at the academies. The City only advertised in the Plain Dealer and Chronicle as well as Cleveland.com in the past.

Member Ciofani stated that is good because it was surprising that the amount of applications have dropped. He stated it is surprising because the Commission has always been told that these are primo top-notch, very desirable positions.

Chairman Yost noted the drop in applications doesn't really have anything to do with the advertising. Applications for firefighter and police have dropped considerably across the board. He stated the ones that are interested are taking their EMT and paramedic classes.

Member Ciofani added that in most of these positions, the applicant starts off in his 20's and what a nice gig that is if they stay with it.

Chairman Yost noted the advertising cost on the report.

Recording Secretary Tjotjos added that there is also a mailing cost that was noted for two mailings. One mailing is the score letter and the second letter provides their position.

It was moved by Ciofani and seconded by Crevda to approve the costs as stated with the Plain Dealer at \$725 and the Chronicle at \$232.82 and the mailing at \$98.

MOTION WAS CARRIED

Chairman Yost moved the meeting on to accepting the notice of the examination.

Member Ciofani noted at the bottom of the notice, his title states Co-Chairman and on the agenda, his title is listed as Vice-Chairman.

Recording Secretary Tjotjos stated that it was copied from years past and that position was known as Co-Chair. She stated that it is Vice-Chairman and she will change that. She also reminded the Commission that in January the elections will take place and they will see that on their next month's agenda.

Chairman Yost asked if everyone was okay with the notice with the exception of that change.

It was moved by Ciofani and seconded by Crevda to approve the notice of the Firefighter class D entrance exam with changes made to the tile noted at the bottom.
MOTION CARRIED

Chairman Yost asked if everyone was okay with the application packet.

Member Crevda asked if there were any changes made to the application packet.

Chairman Yost stated yes. The extra credit page was changed.

Assistant Law Director Morgan noted that it was amended for the military to match the Ohio Revised Code.

Recording Secretary Tjotjos stated that the job description within the packet did not change.

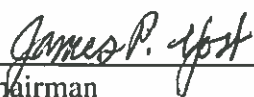
It was moved by Yost and seconded by Ciofani to approve the application packet as submitted.
MOTION CARRIED

ADJOURNMENT:

Chairman Yost stated that since there is no other business, he asked for a motion to adjourn.

It was moved by Yost and seconded by Ciofani to adjourn.
MOTION CARRIED

The meeting adjourned at 6:52 P.M.



Chairman



Recording Secretary

January 16, 2017
Date Approved