

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – TUESDAY, JANUARY 24, 2022**

CALL TO ORDER:

The meeting was called to order at 5:04 PM.

ROLL CALL:

Present were members Sam Spann and William Holland.

Absent was member Donald Schiffbauer.

Also present were Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber

ELECTION OF OFFICERS:

Chairperson:

Member Spann opened the floor for nominations for Chairperson.

Moved by Holland and seconded by Spann to nominate Donald Schiffbauer for the position of Chairperson.

A voice vote was taken and the motion carried electing Donald Schiffbauer to the position of Chairperson.

Yes – 2 No – 0

Co-Chairperson:

Member Spann opened the floor for nominations for Co-Chairperson.

Moved by Holland and seconded by Spann to nominate Sam Spann for the position of Co-Chairperson.

A voice vote was taken and the motion carried electing Sam Spann to the position of Co-Chairperson.

Yes – 2 No – 0

Secretary:

Member Spann opened the floor for nominations for Secretary.

Moved by Spann and seconded by Holland to nominate Bill Holland for the position of Secretary.

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A voice vote was taken and the motion carried electing Bill Holland to the position of Secretary.

Yes – 2 No – 0

MINUTES:

Member Spann asked for discussion on the minutes of the regular meeting of Monday, December 13, 2021. No discussion was offered.

It was moved by Holland and seconded by to Spann to approve the minutes of Monday, December 13, 2021 as presented.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

REPORTS:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

A request to extend the requirement regarding the physical agility exam prior to applying for the Firefighter/Paramedic entrance exam dated February 16, 2022, from Fire Chief John Reese.

Assistant Law Director Morgan stated that she wanted to give some explanation as to why the request was made by Chief Reese. She stated that an applicant had gone to take the agility test but had been shut out and subsequently had learned that there had been more than one person to be shut out. She explained that for the testing date they were up against a deadline for placing an ad in the Plain Dealer regarding the test. She explained that the wording was changed at the request of the Fire Chief to state "Because of a backlog of agility testing of applicants at the Tri-C Western Campus due to Covid-19, the deadline for testing and passing the agility test is extended to the time of hire". She explained that it went on to further state "The applicant may take the entrance exam on February 16, 2022 without the agility test, however; they would not be hired until they take and pass the agility test". She advised that they were under the gun regarding this issue and had to make an executive decision. She explained that the agility part of the application process didn't conflict with any of the rules and that it was more administrative in nature, which is why they had gone ahead and changed it. She further explained that her understanding was that the people who had been shut out had been contacted and told that there was an extension so that everybody had been treated fairly.

Member Spann stated that he just wanted to make sure that it wasn't anything that went against what had been talked about previously but that it sounded like it was out of their control due to Covid-19. He explained that in order for the City to get qualified candidates, sometimes it was necessary to extend more deadlines than the Commission normally would have before. He stated the most important thing was that they were consistent with contacting everyone and giving everyone the same opportunity and he felt that that they had met that requirement.

Assistant Law Director Morgan explained that she just wanted to make sure she had the Commission's approval.

Member Spann stated that she did. He explained that as far as the Commission, the main concern would be that everybody was being treated fairly and consistently and getting the best qualified candidates.

A request for withdrawal from the Police Entrance Eligibility List dated December 15, 2021, from Police Chief Michael Freeman for Allison Civitarese.

Member Spann explained that the Commission had received the letter and that he didn't have any questions. He asked member Holland if he had any questions.

Member Holland stated that he did not.

Member Spann stated that it appeared the candidate wanted to stay closer to home.

A request for withdrawal from the Police Entrance Eligibility List dated January 4, 2022, from Police Chief Michael Freeman for Brandon Coffey.

Member Spann explained the Commission had received a copy of the memo stating there was a voicemail that had been left stating that the candidate had already accepted a position with a different police department. He asked member Holland if he had any questions or comments.

Member Holland stated that he did not.

A request for withdrawal from the Police Entrance Eligibility List dated January 6, 2022, from Police Chief Michael Freeman for Zachary Scanlon.

Member Spann explained that the Commission had received a copy of the email and it appeared that the candidate had some personal matters that he needed to attend to and at this time he was not going to move forward with any sort of employment opportunities within the police division. He asked member Holland if he had any questions or comments.

Member Holland stated that he did not.

A request for withdrawal from the Police Entrance Eligibility List dated January 10, 2022, from Police Chief Michael Freeman for Volodymyr Scherba.

Member Spann stated that the Commission had received a copy of the email. He stated he didn't have any questions or comments regarding that candidate.

Member Holland advised that he didn't have any either.

Re-certify Patrolman Class C Entrance Eligibility Top 10 List due to requests for withdrawal.

Member Spann explained that the eligibility list needed to be re-certified due to the withdrawal requests. He asked member Holland if he had a chance to review the list and if he had any questions or concerns.

Member Holland stated that he had reviewed the list and did not have any questions or concerns.

It was moved by Holland and seconded by Spann to Re-certify the Patrolman Class C Entrance Eligibility Top 10 List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Re-certify Patrolman Class C Entrance Eligibility List due to requests for withdrawal.

Member Spann explained that the Commission would also need to Re-certify the Patrolman Class C Entrance Eligibility List due to the withdrawal requests.

It was moved by Holland and seconded by Spann to Re-certify the Patrolman Class C Entrance Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

ADJOURNMENT:

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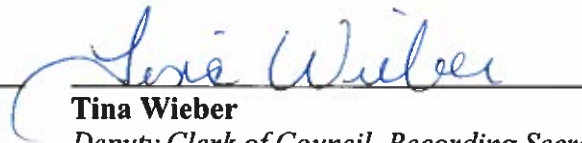
It was moved by Holland and seconded Spann by to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

The meeting was adjourned at 5:16: PM.



Donald Schiffbauer
Chairman

Tina Wieber
Deputy Clerk of Council, Recording Secretary

Tuesday, February 28, 2022
Date Approved