

NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – MONDAY, DECEMBER 12, 2022

CALL TO ORDER:

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

ROLL CALL:

Present were Secretary Bill Holland and Chairman Donald Schiffbauer. Also present was Deputy Clerk of Council Tina Wieber.

Co-Chairman Sam Spann was excused.

MINUTES:

Chairman Schiffbauer asked if the Commission had any questions or comments regarding the regular meeting minutes of November 28, 2022.

None were given.

It was moved by Holland and seconded by Schiffbauer to approve the regular meeting minutes of Monday, November 28, 2022 as presented.

A voice vote was taken and the motion carried.

Yes – 2                      No – 0

REPORTS:

**Status update regarding candidate response for Fire Promotional Lieutenant Examination and Fire Promotional Captain Examination.**

Deputy Clerk of Council Wieber stated that on January 10, 2023, the written portion of the examinations would be given. She explained that the scores would be received by the 13<sup>th</sup> and mailed out on the 17<sup>th</sup> and then the protest period would begin.

Chairman Schiffbauer asked how long the protest period would be.

Deputy Clerk of Council Wieber stated that it would be ten business days ending on the 31<sup>st</sup>. She added that if there were any protests that on February 6<sup>th</sup> the Commission would review and make a ruling on them.

Chairman Schiffbauer asked if there would be any additional special meetings for the Commission or if would just be for the purpose of hearing protests.

Deputy Clerk of Council Wieber explained that it would just be for the purposes of hearing protests. She stated that the week of the 20<sup>th</sup> through the 24<sup>th</sup> of February would be when the assessment portion would be given although there would be an online portion that they would start the week prior.

UNFINISHED BUSINESS:

None

**NEW BUSINESS:**

**A request for withdrawal from the Police Lateral Transfer Eligibility List dated November 21, 2022, from Police Chief Michael Freeman for Brandon Brooks.**

Chairman Schiffbauer asked if there were any questions or comments after review the withdrawal request.

None were given.

**A request for withdrawal from the Police Lateral Transfer Eligibility List dated November 21, 2022, from Police Chief Michael Freeman for Dan Ebert.**

Chairman Schiffbauer asked if there were any questions or comments after review of the withdrawal request.

None were given.

**Re-Certify the Patrolman Lateral Transfer List due to request for withdrawal.**  
**Action by Civil Service**

It was moved by Holland and seconded by Schiffbauer to re-certify the Patrolman Lateral Transfer list.

A voice vote was taken and the motion carried.

Yes – 2              No – 0

Chairman Schiffbauer stated that the next regular meeting was scheduled for 5:00 PM, Monday, January 23, 2022.

**ADJOURNMENT:**

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

A voice vote was taken and the motion carried.

Yes – 2              No – 0

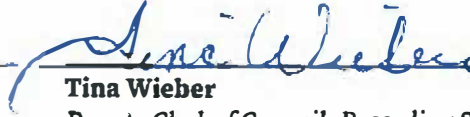
The meeting was adjourned at 5:05 PM.

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**Donald Schiffbauer**  
*Chairman*



**Tina Wieber**  
*Deputy Clerk of Council, Recording Secretary*

Monday, January 23, 2022  
**Date Approved**