

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, NOVEMBER 25, 2024**

CALL TO ORDER

The meeting was called to order at 5:02 PM.

ROLL CALL:

Present were Secretary Amie Espinosa-Gonzalez, Vice-Chairman Sam Spann and Chairman Donald Schiffbauer. Also present were Law Director Brian Moriarty and Deputy Clerk of Council Tina Wieber.

APPROVAL OF MINUTES

Regular Meeting Minutes of October 28, 2024

Chairman Schiffbauer asked if the Commission had any questions or comments regarding the regular meeting minutes of October 28, 2024.

None were given.

Moved by Schiffbauer and seconded by Spann to approve the regular meeting minutes of October 28, 2024.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

REPORTS

Received an Oath of Office for Fire Lieutenant/Paramedic Class B Steven Acord, dated November 4, 2024.

Chairman Schiffbauer stated that the Commission had received an Oath of Office for Fire Lieutenant/Paramedic Class B Steven Accord dated November 4, 2024, and congratulated him on his promotion.

Received a Request for Withdrawal from the Firefighter/Paramedic Class D Entrance Eligibility List from Fire Chief Reese for Brian Fielding dated October 24, 2024.

Chairman Schiffbauer stated that the Commission had received a request for withdrawal from the Firefighter/Paramedic Class B Entrance Eligibility List from Fire Chief Reese for Brian Fielding dated October 24, 2024.

Received a Request for Withdrawal from the Patrol Officer Class D Entrance Eligibility List from Police Chief Freeman for the following candidates Christopher Rinderle, Zachary Zweifel, James Rithchie, Patrick Philion & Ryan Holt dated November 15, 2024.

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Chairman Schiffbauer stated that the Commission had received a list of names to be removed from the Patrol Officer Class D Entrance Eligibility List from Police Chief Freeman and commented that it was an extensive list. He asked for insight as to why.

Deputy Clerk of Council Wieber stated that she had been contacted by both the Police and Fire Departments regarding needing more candidates for the eligibility lists, so entrance examination testing would be scheduled soon. She discussed that the Fire Chief would regularly ask her to remove candidates from the list as they contacted candidates and found that the candidate had taken another position or was currently not eligible to remain. She stated that she contacted Sergeant Matt Downing who conducts the hiring and asked him if he had a list of candidates that needed to be removed from the list as he had been working through it and he sent them to her all at once rather than as they occurred.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS:

Re-certify the 2023-2025 Fire Lieutenant Promotional Examination Eligibility List due to promotion.

Chairman Schiffbauer explained that due to promotion the Commission would need to re-certify the 2023-2025 Fire Lieutenant Promotional Examination Eligibility List.

Moved by Schiffbauer and seconded by Spann to re-certify the 2023-2025 Fire Lieutenant Promotional Examination Eligibility List.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Re-certify the Firefighter/Paramedic Class D Entrance Examination Eligibility List due to request for withdrawal.

Chairman Schiffbauer explained that due to a request for withdrawal the Commission would need to re-certify the Firefighter/Paramedic Class D Entrance Examination Eligibility List.

Moved by Schiffbauer and seconded by Spann to re-certify the Firefighter/Paramedic Class D Entrance Examination Eligibility List.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Re-certify Firefighter/Paramedic Class D Top 10 Entrance Eligibility List due to request for withdrawal.

Chairman Schiffbauer explained that due to request for withdrawal the Commission would need to re-certify the Firefighter/Paramedic Entrance Class D Top 10 Examination Eligibility List.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to re-certify the Firefighter/Paramedic Class D Top 10 Entrance Examination Eligibility List.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Re-certify the Patrol Officer Class D Entrance Eligibility List due to requests for withdrawal.

Chairman Schiffbauer explained that due to requests for withdrawal the Commission would need to re-certify the Patrol Officer Class D Entrance Examination Eligibility List.

Moved by Schiffbauer and seconded by Spann to re-certify the Patrol Officer Class D Entrance Examination Eligibility List.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Approve timeline for 2024 Police & Fire Entrance Examinations.

Chairman Schiffbauer asked Deputy Clerk of Council Wieber to explain the timeline for the Police and Fire Entrance Examinations.

Deputy Clerk of Council Wieber explained that both police and fire were needing a bigger list for the pool of candidates and asked that new entrance examinations be given. She mentioned that she asked both Chiefs if those dates were good for them and they both agreed. She stated that they had a current one-year contract with NTN that had already been paid for, so there would be no additional cost there except to advertise for both examinations. She explained that the advertising money had been budgeted as well. She stated that the reason the current timeline was chosen was to provide multiple opportunities for both police and fire to take Tri-C's agility examinations during that period.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez approve the timeline for the 2024 Police & Fire Entrance Examinations.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Rule VIII, Section 2, second paragraph, regarding extension of time due to arbitration.

Law Director Moriarty stated that they had the arbitration hearing in late October regarding the Rule of Three and that the briefs were due at the end of next week. He mentioned that they were hoping to have the decision by December, but with the holidays, it could be sometime in January. He explained that the thinking was that before they had to make an appointment, they would like to find out how the

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arbitrator ruled on that decision, just so to avoid any kind of unnecessary confusion one way or the other.

Chairman Schiffbauer stated that the Commission had taken action a couple of meetings ago to extend the period by 30 days or so and the current rule called for an appointment within 60 days. He stated that if he heard what the Law Director was saying, was that if the extension had expired and if they went by the rules, they could potentially make an appointment of Joe Smith and depending on how the arbitration went, if it said that Dan Stone should have been promoted, they would have to pull Joe Smith out and put Dan Stone in and rather than do that, to wait until the arbitration is complete before making an appointment.

Law Director Moriarty stated that was correct and felt that by the end of January would cover any potential time. He added that he did anticipate it sooner, but he thought that would give them ample time.

Moved by Schiffbauer and seconded by Spann to waive Rule VIII, Section 2, second paragraph regarding the extension due to the arbitration until January 31, 2025.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

PUBLIC COMMENT:

Moved by Schiffbauer and seconded by Spann to amend the agenda for public comment.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Schiffbauer asked if there was anyone in the audience who had any questions, comments or concerns.

None were given.

Chairman Schiffbauer stated that the next Civil Service Commission regular meeting was scheduled for 5:00 PM on Monday, December 16.

ADJOURNMENT:

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

The meeting was adjourned at 5:15 PM.

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Donald Schiffbauer
Chairman

Tina Wieber

Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, January 27, 2025
Date Approved