

Civil Service Commission
CITY HALL COUNCIL CHAMBERS
REGULAR AGENDA OF MARCH 24, 2025
5:00 PM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Regular Meeting Minutes of February 26, 2025
(Action by Civil Service Commission)

REPORTS

Request for withdrawal from the Patrol Officer Step 1 Entrance Eligibility List by Justin Caprett dated March 6, 2025.

Request for withdrawal from the Patrol Officer Step 1 Entrance Eligibility List by Ryan Krempa dated March 14, 2025.

UNFINISHED BUSINESS

NEW BUSINESS

Re-certify the 2025-2027 Patrol Officer Step 1 Entrance Eligibility List due to the requests for withdrawal.
(Action by the Civil Service Commission)

Re-certify the 2025-2027 Patrol Officer Step 1 Top 10 Entrance Eligibility List due to requests for withdrawal.
(Action by the Civil Service Commission)

Police Lieutenant Promotional Examination
Review agencies and costs
Calendar of events
(Action by Civil Service Commission)

ADJOURNMENT

- The next Civil Service Commission regular meeting is scheduled for 5:00 PM on Monday, April

28, 2025.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – WEDNESDAY, FEBRUARY 26, 2024**

CALL TO ORDER

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

ROLL CALL:

Present were Amie Espinoza-Gonzalez and Sam Spann. Also present were Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

Donald Schiffbauer was excused.

APPROVAL OF MINUTES

Regular Meeting Minutes of January 27, 2025

Member Spann asked if the Commission had any questions or comments regarding the regular meeting minutes of January 27, 2025.

None were given.

Moved by Spann and seconded by Espinoza-Gonzalez to approve the regular meeting minutes of January 27, 2025.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Moved by Spann and seconded by Espinoza-Gonzalez to suspend the bylaws to allow the Commission to take action on an item at the end of the agenda on the date of introduction.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

REPORTS

Received an Oath of Office for Patrol Officer Shea Adkisson dated February 3, 2025.

Received an Oath of Office for Firefighter/Paramedic Russell Hellinger, dated February 4, 2025.

Received an Oath of Office for Firefighter/Paramedic Donald Cyrus, Jr., dated February 4, 2025.

Received an Oath of Office for Firefighter/Paramedic Logan Eicher dated February 18, 2025.

Member Spann stated that the Commission had received the Oath of Office for Patrol Officer Shea Adkisson dated February 3rd and also received Oaths of Office for Firefighter/Paramedics Russell Hellinger, Donald Cyrus Jr and Logan Eicher. He congratulated the new patrol officers and firefighters.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – WEDNESDAY, FEBRUARY 26, 2024**

Retirement of Police Lieutenant Patrick West dated February 10, 2025.

Retirement of Police Lieutenant Vincent Abt dated February 20, 2025.

Member Spann stated that the Commission received retirement letters for Police Lieutenant Patrick West dated February 10th and Police Lieutenant Vincent Abt dated February 20th. He congratulated them on their retirement.

Received Oath of Office for Lieutenant Kevin Phillips dated February 25, 2025.

Received Oath of Office for Sergeant John Zingale date February 25, 2025.

Received Oath of Office for Sergeant Charles Callicoa dated February 25, 2025.

Member Spann stated that the Commission had received Oaths of Office for promotions for Police Lieutenant Kevin Phillips, Sergeant John Zingale and Sergeant Charles Callicoa all dated February 25th. He congratulated them on their promotions.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS:

Certification of payroll by Civil Service Commission (Per Rule I, Section 3).

Member Spann stated that the Commission needed to re-certify payroll due to the appointments and retirements.

Moved by Spann and seconded by Espinoza-Gonzalez to re-certify payroll.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Certify the 2025-2027 Firefighter/Paramedic Class D Entrance Eligibility List.

Member Spann stated that the Commission needed to certify the new 2025-2027 Firefighter/Paramedic Class D Entrance Eligibility List.

Moved by Spann and seconded by Espinoza-Gonzalez to certify the 2025-2027 Firefighter/Paramedic Class D Entrance Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – WEDNESDAY, FEBRUARY 26, 2024**

Certify the 2025-2027 Top 10 Firefighter/Paramedic Class D Entrance Eligibility List.

Member Spann stated that the Commission would need to certify the new 2025-2027 Firefighter/Paramedic Class D Top 10 Entrance Eligibility List.

Moved by Spann and seconded by Espinoza-Gonzalez to certify the new 2025-2027 Firefighter/Paramedic Class D Top 10 Entrance List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Certify the 2025-2027 Patrol Officer Step 1 Entrance Eligibility List.

Member Spann stated that the Commission would need to certify the new 2025-2027 Patrol Officer Step 1 Entrance Eligibility List.

Moved by Spann and seconded by Espinoza-Gonzalez to certify the new 2025-2027 Patrol Officer Step 1 Entrance Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Certify the 2025-2027 Top 10 Patrol Officer Step 1 Entrance Eligibility List.

Member Spann stated that the Commission would need to certify the new 2025-2027 Top 10 Patrol Officer Step 1 Entrance Eligibility List.

Moved by Spann and seconded by Espinoza-Gonzalez to certify the new 2025-2027 Top 10 Patrol Officer Step 1 Entrance Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Re-certify the 2024-2026 Police Sergeant Promotional Examination Eligibility List due to promotions.

Member Spann stated that due to the Police Sergeant promotions, the Commission would need to re-certify the 2024-2026 Police Sergeant Promotional Examination Eligibility List.

Moved by Spann and seconded by Espinoza-Gonzalez to re-certify the 2024-2026 Police Sergeant Promotional Examination Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – WEDNESDAY, FEBRUARY 26, 2024**

Re-certify the 2024-2026 Top 3 Police Sergeant Promotional Examination Eligibility List due to promotions.

Member Spann stated that due to the Police Sergeant promotions the Commission would also need to re-certify the 2024-2026 Top 3 Police Sergeant Promotional Examination Eligibility List.

Moved by Spann and seconded by Espinoza-Gonzalez to re-certify the 2024-2026 Top 3 Police Sergeant Promotional Examination Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Civil Service Commission Rule VIII, Section 6, Promotions, second paragraph.

Member Spann asked Assistant Law Director Morgan if she wanted to speak regarding Rule VIII.

Assistant Law Director Morgan stated that as noted in the agenda, one person was promoted to Lieutenant but believed there was still one Lieutenant opening and a second, which was anticipated fairly soon. She explained that there needed to be a test for the people who were at the sergeant level to fill possible Lieutenant positions with the retirements and it was anticipated they would have zero applicants who have completed their probationary period and would be available to test from the sergeant level to test for a lieutenant. She added that of course they wanted to promote from within and didn't want to go outside but that the only way for that to happen was to ask the Commission if they would consider waiving the sergeant's probationary period and allow them to test. She discussed the circumstances that they were facing, and that they were not the only ones as there was a shortage in lots of places, but the circumstances were truly unique and felt that it rose to the level required to waive the rule, which was in the interest of the public service. She stated that it allowed them on this one occasion only, for that one test only, allowed the sergeants to take the lieutenant exam, even though they may not have completed their probationary period. She said that they felt it was an urgent need to fill those positions and was important to continue the policing efforts at the appropriate level and that was the motion that they were asking the Commission to consider. She explained that it would be a motion to waive the probationary requirements of the sergeant level applicants contained in Rule VIII, Section 6, for the lieutenant's examination on that one occasion, it being in the interest of the public service to do so due to a lack of applicants and due to the need to maintain appropriate levels of policing in the community.

Member Spann stated that there would be a time-urgent need for lieutenants, and they were not going to have anybody to fill those positions. He explained that they were just stating that as long as they met the other requirements for the job, normally they would have to wait 12 months, but the Commission would go ahead and waive that. He added that everything else was staying the same such as testing and nothing else would be changing.

Assistant Law Director Morgan stated that it was active only for that one examination and hopefully they would never have to do it again.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – WEDNESDAY, FEBRUARY 26, 2024**

Member Spann asked if there were any other questions from the Commission.

Member Espinoza-Gonzalez stated that she read through it and thought about it and asked if they had anybody who was interested and willing to do that.

Deputy Clerk of Council Wieber stated that they just promoted someone to lieutenant and now that list was zero. She explained that there was a sergeant leaving in March and one leaving next year, which would make the candidate pool only the people recently promoted. She stated that she believed that two of them had just completed probation or would be done by the time of testing. She explained that if that wasn't waived, there would be no candidates to take the exam due to the two current eligible sergeants retiring soon.

Member Spann stated that if they didn't waive that, the only option would be that they could open it to the outside.

Deputy Clerk of Council Wieber stated that yes, they could open the testing up to outside candidates as stated in the rules.

Member Espinoza-Gonzalez stated that she would prefer to promote within but if there was nobody to promote, then their option was to open it up.

Assistant Law Director Morgan stated they thought that what had been presented was the best option and that under the circumstances that was their recommendation.

Member Spann stated that if they waived that rule, they should have internal candidates, but if no one wanted it, it could then be open up to the outside. He commented that he thought it made sense to promote from within if they are able to.

Moved by Spann and seconded by Espinoza-Gonzalez to waive the probationary requirements of the sergeant level applicants contained in Rule VIII, Section 6, for the police lieutenant's examination on this one occasion, it being in the interest of the public service to do so due to lack of applicants and due to the need to maintain appropriate levels of policing in the community.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Member Spann asked if there was any other business to go over.

Deputy Clerk of Council Wieber stated that she was not at the last meeting, but they needed to hold an Election of Officers.

Member Spann opened the floor for nominations for the position of Chairman of the Civil Service Commission.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – WEDNESDAY, FEBRUARY 26, 2024**

Moved by Spann and seconded by Espinoza-Gonzalez to nominate Donald Schiffbauer to the position of Civil Service Commission Chairman.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Member Spann opened the floor for nominations for the position of Vice-Chairman of the Civil Service Commission.

Moved by Spann and seconded by Espinoza-Gonzalez to nominate Sam Spann to the position of Civil Service Commission Vice-Chairman.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

Member Spann opened the floor for nominations for the position of Secretary of the Civil Service Commission.

Moved by Spann and seconded by Espinoza-Gonzalez to nominate Amie Espinoza-Gonzalez to the position of Civil Service Commission Secretary.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

ADJOURNMENT:

Moved by Spann and seconded by Espinoza-Gonzalez to adjourn the meeting.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

The meeting was adjourned at 5:20 PM.

Donald Schiffbauer
Chairman

Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, March 24, 2025
Date Approved

Current Position	Submitted	Name		Address				Agility	Written	Extra Credit							Total
								ID Number	# Correct	Education		Military			OPOTA	Total Extra Credit	
		In	Date	Last Name	First Name	Street Address	City	State	Zip	Agility ID Number	Written # Correct	Education	Education Points	Military	Military %	Military Points	
1	12/24/2024	Parish	Duane			OH		Y	84		0	X	20%	16.8	2	16.8	102.8
2	1/14/2025	Hyre	Collin			OH		Y	78	X	5	X	15%	11.7	0	16.7	94.7
3	12/2/2024	Malinak	Justin			OH		Y	78		0	X	20%	15.6	0	15.6	93.6
4	1/15/2025	Imperatore	John			OH		Y	77		0	X	20%	15.4	0	15.4	92.4
5	12/30/2024	Mikovsky	Richard			OH		Y	85	X	5	N/A		0	0	5	90
6	1/20/2025	Thacker	Frederick			OH		Y	84	X	5	N/A		0	0	5	89
7	2/1/2025	Collins	Spencer			OH		Y	81	X	5	N/A		0	0	5	86
8	12/29/2024	Herbster	Nathan			OH		Y	81	X	5	N/A		0	0	5	85
9	2/12/2025	Kahn	Zahid			OH		Y	85		0	N/A		0	0	0	85
10	12/5/2024	Jones	Derek			OH		Y	81		0	N/A		0	0	0	81
11	1/26/2025	Haffner	Patrick			OH		Y	76	X	5	N/A		0	0	5	81
12	1/29/2025	Garrity	Jack			OH		Y	75	X	5	N/A		0	0	5	80
13	1/7/2025	Jedlicka	Willem			OH		Y	74	X	5	N/A		0	0	5	79
14	1/6/2025	Whipkey	Noah			OH		Y	78		0	N/A		0	0	0	78
15	5/9/2024	Blondeaux	Corey			OH		Y	77		0	N/A		0	0	0	77
16	12/13/2024	Brubaker	Scott			OH		Y	77		0	N/A		0	0	0	77
17	12/2/2024	Smith	Duane			OH		Y	76		0	N/A		0	0	0	76
18	2/7/2025	Davis	Summer			OH		Y	76		0	N/A		0	0	0	76
19	2/10/2025	Spisak	Kalli			OH		Y	76		0	N/A		0	0	0	76
20	12/17/2024	Katrincsak	Aidan			OH		Y	75		0	N/A		0	0	0	75
21	1/7/2025	Malena	Emilly			OH		Y	73		0	N/A		0	2	2	75
22	2/10/2025	Horvat	Zachary			OH		Y	72		0	N/A		0	0	0	72
23	1/24/2025	Hujer	Jacob			OH		Y	71		0	N/A		0	0	0	71

I, Donald Schiffbauer, Chairman, acknowledge this list to be an accurate certified list as declared by the Civil Service Commission on March 24, 2025

Donald Schiffbauer, Chairman

Date

Current Position	Submitted	Name		Agility	Written	Extra Credit						Total	
	Date	Last	First	ID Number	# Correct	Education		Military			OPOTA		Total Extra Credit
In	Submitted Date	Last Name	First Name	Agility ID Number	Written # Correct	Education	Education Points	Military	Military %	Military Points	OPATA Points	Extra Credit Total	Score Total
1	12/24/2024	Parish	Duane	Y	84		0	X	20%	16.8	2	16.8	102.8
2	1/14/2025	Hyre	Collin	Y	78	X	5	X	15%	11.7	0	16.7	94.7
3	12/2/2024	Malinak	Justin	Y	78		0	X	20%	15.6	0	15.6	93.6
4	1/15/2025	Imperatore	John	Y	77		0	X	20%	15.4	0	15.4	92.4
5	12/30/2024	Mikovsky	Richard	Y	85	X	5	N/A		0	0	5	90
6	1/20/2025	Thacker	Frederick	Y	84	X	5	N/A		0	0	5	89
7	2/1/2025	Collins	Spencer	Y	81	X	5	N/A		0	0	5	86
8	12/29/2024	Herbster	Nathan	Y	81	X	5	N/A		0	0	5	85
9	2/12/2025	Kahn	Zahid	Y	85		0	N/A		0	0	0	85
10	12/5/2024	Jones	Derek	Y	81		0	N/A		0	0	0	81

I, Donald Schiffbauer, Chairman, acknowledge this list to be an accurate certified list as declared by the Civil Service Commission on March 24, 2025

Donald Schiffbauer, Chairman

Date

**POLICE LIEUTENANT PROMOTIONAL EXAM AGENCY COMPARISONS
2025**

<u>PROMOTIONAL ASSESSMENT EXAMS</u>	<u>PROMOTIONAL WRITTEN EXAMS</u>
<p><u>PRADCO</u> <u>COST</u></p> <p>Assessment Process for Lieutenant (Front-Line Supervisory Assessment) (per candidate up to 9 each) \$2,500</p> <p><u>Candidates required to complete:</u> PRADCO promotional survey Quick View Leadership II Assessment Personality Index Personal Styles Assessment Watson Glaser Critical Thinking Appraisal III A 60-minute assessment interview with a trained safety force assessor A 30-minute feedback session with a trained safety force assessor</p>	<p><u>NTN</u></p> <p><u>Reuse of previously developed Lieutenant Written Exam</u></p> <ul style="list-style-type: none"> • Questions will be reordered \$1,000 • NTN will administer the exam (half-day administration) \$750 • Scoring choice: (delivery of scores within 2 business days) • Test Admin Date: on or after April 15, 2025 • Materials & scoring (\$20 per candidate, \$200 minimum) \$200 <p><u>Protest Process Options</u></p> <p>Basic Protest Letter (\$450 per rank) \$450 Review of each protested question Clear NTN decision on score adjustments</p>
<p><u>NTN</u></p> <p><u>Assessment Center Development</u></p> <p>3 off the shelf exercises \$3,000 One meeting between NTN & Department to determine desired exercises & topics Standard final report</p> <p><u>Assessment Center Administration</u></p> <p>One day administration by one consultant (additional assessors \$350/assessor) \$2,500 Scoring and Candidate feedback \$600 (Additional assessor travel expenses \$600 & consultant expenses 1,500 estimated)</p>	<p><u>NTN</u></p> <p><u>Development of Lieutenant Written Exam</u></p> <p>50 custom questions (\$60/item) \$3,000 50 semi-custom questions (\$30/item) \$1,500 NTN will administer exam (half-day administration) \$750 Scoring choice: (delivery of scores within 2 business days) Test Admin Date: on or after April 15, 2025 Materials and scoring (\$20 per candidate, \$200 minimum) \$200</p> <p><u>Protest Process Options</u></p> <p>Basic Protest Letter (\$450 per rank) \$450 Review of each protested question Clear NTN decision on score adjustments</p>
<p><u>OACP</u> <u>COST</u></p> <p>(Includes Pre-Assessment Meeting/Process, Assessment Center, one Role Play Exercise (optional) and Scoring/Final Report)</p> <p><u>1-6 Candidates</u> – 1 day \$5,900</p>	<p><u>IACP</u> <u>COST</u></p> <p>(Includes written exam, scoring, Proctor & assistance with protest Period. Excludes the cost of text Materials) (Recommend 60 days to study)</p> <p><u>1-10 Candidates</u> \$2,240</p>

April 2025

April 2025							May 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 30	31	Apr 1	2	3	4 Police Lt. Notice of Examination	5
6	7	8	9	10	11	12
13	14 Police Lt. Examination Response Due	15	16	17	18	19
20	21	22	23	24	25	26
27	28 5:00pm Civil Service Commission Meeting	29	30	May 1	2	3

May 2025

May 2025							June 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 27	28	29	30	May 1	2	3
4	5 Police Lt. Written Examination	6	7	8 Written Exam Scores Received	9 Written score letters mailed to candidates	10 Protest Period
11	12	13	14	15	16	17
Protest Period						
18	19 Protest Period	20	21	22	23	24
25	26 5:00pm Civil Service Commission Meeting	27	28	29	30	31

June 2025

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 1	2 Police Lt. Assessment Exam	3	4	5 Receive Candidates Scores	6 Assessment Score Letters Mailed to Candidates	7
8	9 5:00pm Civil Service Commission Special Meeting	10	11	12 Police Lt. Final Scores Mailed	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	Jul 1	2	3	4	5