

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, MARCH 24, 2025**

CALL TO ORDER

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

ROLL CALL:

Present were Secretary Amie Espinoza-Gonzalez, Vice-Chairman Sam Spann and Chairman Donald Schiffbauer. Also present were Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

APPROVAL OF MINUTES

Regular Meeting Minutes of February 26, 2025

Chairman Schiffbauer stated that the Commission had received the meeting minutes from the February 26, 2025, meeting. He asked if any Commission members had any comments or questions.

None were given.

Moved by Schiffbauer and seconded by Spann to approve the regular meeting minutes of February 26, 2025.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

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.

Chairman Schiffbauer stated that the Commission had received a request for withdrawal from the Patrol Officer Step 1 Entrance Eligibility List by Justin Caprett dated March 6, 2025, and a request for withdrawal from the same list by Ryan Krempa dated March 24, 2025.

UNFINISHED BUSINESS

NEW BUSINESS

Re-certify the 2025-2027 Patrol Officer Step 1 Entrance Eligibility List due to the requests for withdrawal.

Chairman Schiffbauer stated that due to the requests for withdrawal by Justin and Ryan, the Commission was now called to re-certify the 2025-2027 Patrol Officer Step 1 Entrance Eligibility List due to the requests for withdrawal and that the Commission had received a copy of that list. He asked if there were any questions from the Commission.

None were given.

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

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Re-certify the 2025-2027 Patrol Officer Step 1 Top 10 Entrance Eligibility List due to requests for withdrawal.

Chairman Schiffbauer stated that the Commission was also called to re-certify the 2025-2027 Patrol Officer Step 1 Top Ten Entrance Eligibility List due to requests for withdrawal and that they had received a copy of that list. He asked if the Commission had any questions or concerns.

None were given.

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

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Police Lieutenant Promotional Examination

Review agencies and costs

Calendar of events

Chairman Schiffbauer stated that the Commission had received a copy of costs from various testing organizations regarding the Police Lieutenant Promotional Examinations and reminded the Commission and the people in attendance that there was a written portion as well as an assessment of that examination. He stated that they also had a timeline before them for the testing and asked Deputy Clerk of Council Wieber to give some history regarding the City of North Ridgeville and who they used in the past and for what with respect to promotional testing. He mentioned that he recalled that the Commission had received some extensive information from all three of these companies probably about a year ago or so.

Deputy Clerk of Council Wieber stated that during the last promotional testing cycle, they used NTN for the written portion and OACP, Ohio Association of Chiefs of Police, for the assessment portion. She said that previously the City has used Pradco for the assessment portion as well. She mentioned that NTN was currently offering an assessment option, which was new, but the City had not used that service provided by them in the past, only the written exams. She explained that NTN gave them quotes regarding the written exam for reuse of the previously used Lieutenant exams and a quote for the development of a new Lieutenant written exam. She stated that she spoke to the Chief and asked him if he had a preference and he stated that he was good with using the material previously chosen for the retest, but with new questions developed out of that material. She mentioned that the other testing company option was IACP, but that IACP recommended 60 days to study for their exam and that with the timeline and in trying to fill that position, IACP really wouldn't work as they would be giving them about 30 days to study

Chairman Schiffbauer stated that he had no problem with utilizing the same material but creating different questions. He asked Deputy Wieber regarding OACP, if those were people with law enforcement experience that conducted the assessment portion of the exam.

Deputy Clerk of Council stated that they were all retired Chiefs of Police.

Chairman Schiffbauer mentioned that he knew NTN had done a good job on the written exams but did not know how they were with assessments as it was a new offering. He asked if the Commission members had any comments or questions.

Vice-Chairman Spann asked regarding the two NTN options, the first one where they would reuse the previous test, if it would be the same exact questions or the same material.

Deputy Clerk of Council stated that in choosing the development option, they would still be the sources chosen previously, just redeveloping new questions out of that material.

Chairman Schiffbauer stated that the material that would be utilized were materials that were available online or through the ORC and also involved handbooks for the department and all of the material was available free of charge, so there would be no need to purchase any materials that were required for the exam.

Deputy Clerk of Council Wieber stated that was correct.

Chairman Schiffbauer suggested that they went with NTN for the written exam with the development of the lieutenant written exam and not reuse the previous exam questions but use the same source materials and to also go with OACP to conduct the assessment portion of the exam. He mentioned that he was aware that there was an increased cost to that, but they had a history of working with them in the past and suggested that they stayed with them. He asked the Commission if they had any questions or comments or concerns.

Secretary Espinoza-Gonzalez asked about OACP and what was meant by 1 to 6 candidates for one day.

Deputy Wieber stated that OACP could conduct the assessments for up to six candidates in one day, but if there were more than six it would mean additional days for additional costs, but that wouldn't be the case for that particular exam.

Moved by Schiffbauer and seconded by Espinoza-Gonzalez to use NTN for the written portion and OACP for the assessment portion of the Police Promotional Lieutenant's Examination.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Chairman Schiffbauer stated that the Commission had received the Calendar of Events and asked if the Commission members had any questions or concerns.

Vice-Chairman Spann asked if given that timeline they would be able to capture the internal candidates that they felt might be eligible.

Deputy Wieber stated that it would give them 30 days to study the previously given material and would allow enough time for the protest period and if any recalculating or rescoring were needed before moving onto the assessment portion.

Vice-Chairman Spann asked if it would include everyone that could apply and that no one would be missing it by a day or so due to the Commission waived the probationary period.

Deputy Wieber stated no that they waived that rule.

Chairman Schiffbauer asked if there were any other questions or comments.

None were given.

Moved by Schiffbauer and seconded by Espinoza-Gonzalez to approve the Calendar of Events for the Police Lieutenant Promotional Examination.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Moved by Schiffbauer and seconded by Espinoza-Gonzalez to amend the agenda and insert public comment prior to adjournment.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

PUBLIC COMMENT

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Chairman Schiffbauer stated that if there was anyone in the audience that wished to make a public comment to come forward and do so.

Callie Zingale, 35112 Jason Dr, North Ridgeville, OH 44039.

Ms. Zingale stated that she wanted to discuss some confusion regarding the previous month's meeting. She stated that regarding the lieutenant's test and what was voted on at the last meeting, didn't have anything to do with the probationary period but was how long they have to serve in that position, which was completely separate from the probationary period. She mentioned that it didn't follow ORC and that she had printed copies for everyone. She stated that there was some question but that she was aware the City had been contacted by the union but wasn't sure if the Commission had been made aware of it, that the second paragraph of section 124.44 stated, "No competitive promotional examination shall be held unless there are at least two persons eligible to compete whenever a municipal or Civil Service Township, Civil Service Commission determines that there are less than two persons holding positions in the rank next lower than the position to be filled who are eligible and willing to compete. The Commission shall allow the persons holding positions in the then next lower rank who are eligible to compete with the persons holding positions in the rank lower than the position to be filled." She stated that technically that should then be opened up to patrol and that it was another situation where they were creating rules and making exceptions that conflicted directly with the ORC.

Chairman Schiffbauer asked if there was any additional public comment.

None was given.

Chairman Schiffbauer stated that the next Civil Service Commission regular meeting was scheduled for Monday, April. 28th, 2025 at 5:00 PM.

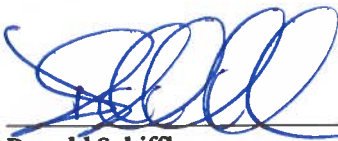
ADJOURNMENT:

Moved by Schiffbauer and seconded by Spann 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.



Donald Schiffbauer
Chairman



Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, April 28, 2025

Date Approved