

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – MONDAY, APRIL 28, 2025**

**CALL TO ORDER**

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

**ROLL CALL:**

Present were Secretary Amie Espinoza-Gonzalez, Co-Chairman Sam Spann and Chairman Donald Schiffbauer. Also present was Deputy Clerk of Council Tina Wieber.

**APPROVAL OF MINUTES**

**Regular Meeting Minutes of March 24, 2025**

Chairman Schiffbauer stated that the Commission had received the meeting minutes from the March 24, 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 March 24, 2025.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**REPORTS**

**Patrol Officer Israel Portillo left the Department on March 21, 2025.**

Chairman Schiffbauer stated that the Commission received a report that Officer Israel Portillo left the Police Department effective March 21, 2025.

**Promotion of Police Sergeant Ian Wilkshire dated March 28, 2025.**

Chairman Schiffbauer stated that he was happy to report the promotion of Police Sergeant Ian Wilkshire, dated March 28th, 2025, and congratulated him on his promotion.

**Received Oath of Office for Patrol Officer George Panagiotou dated March 31, 2025.**

Chairman Schiffbauer stated that the Commission had received the Oath of Office for Patrol Officer George Panagiotou dated March 31, 2025, and congratulated him on his new position.

**Request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List from Collin Hyre dated April 7, 2025.**

**Request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List from Duane Parish dated April 17, 2025.**

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**Request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List from Richard Mikovsky dated April 21, 2025.**

**Request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List from Derek Jones dated April 22, 2025.**

Chairman Schiffbauer stated that the Commission received several requests for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List with the first from a Colin Hyre dated April 7th, 2025, the next from a Dwayne Parrish dated April 17th, 2025, the third being a Richard Mikovsky dated April 21st, 2025, and last from Derek Jones dated April 22nd, 2025.

**Retirement of Firefighter/Paramedic Gary Chase dated April 26, 2025.**

Chairman Schiffbauer stated that on a special note, the Commission wished to congratulate Firefighter/Paramedic Gary Chase on his retirement dated April 26, 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 the first order of new business was to re-certify the 2025-2027 Patrol Officer Step 1 Entrance Eligibility List due to the requests for withdrawal and that the Commission members had received a copy of that entrance eligibility 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 next order of business would be to re-certify the 2025-2027 Patrol Officer Step 1 Top 10 Entrance Eligibility List due to the requests for withdrawal. He stated that the Commission members had received a copy of that list and asked if there were any questions or comments from the Commission.

None were given.

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Moved by Schiffbauer and seconded by Spann 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

**Re-Certify the 2024-2026 Police Promotional Sergeant Eligibility List due to promotion.**

Chairman Schiffbauer stated that the Commission was also called to re-certify the 2024-2026 Police Sergeant Promotional Eligibility List due to the promotion and stated that the Commission members had received a copy of that. He asked if there were any questions or concerns.

None were given.

Moved by Schiffbauer and seconded by Spann to re-certify the 2024-2026 Police Promotional Sergeant Eligibility List

A voice vote was taken and the motion carried.

Yes – 3            No – 0

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

Chairman Schiffbauer stated that the Commission was also called to re-certify the 2024-2026 Police Sergeant Top 3 Promotional Eligibility List due to the promotion and stated that the Commission members had received a copy of that. He asked if there were any questions or concerns.

None were given.

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

A voice vote was taken and the motion carried.

Yes – 3            No – 0

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

Chairman Schiffbauer stated that the Commission was also called to certify the Civil Service Payroll due to retirement, hiring and termination of employment. He stated that the Commission members had received a copy and asked if there were any questions or comments.

None were given.

Moved by Schiffbauer and seconded by Espinoza-Gonzalez to certify the Civil Service Payroll.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

**Police Lieutenant Promotional Examination Calendar of Events**

Deputy Clerk of Council Wieber stated that initially the assessment portion of the Police Lieutenant Promotional Examination was to take place on June 2nd, but after speaking with OACP, the testing company, they requested that we push it back to June 16th instead to allow more time for them to prepare and also due to some scheduling conflicts. She stated that in looking at the calendar of events for the month of May, the next meeting was scheduled for May 19<sup>th</sup> due to May 26<sup>th</sup> falling on Memorial Day. She explained that May 19<sup>th</sup> would fall on the last day of the protest period and if there were any protests, those would have to be sent to the testing company for review prior to being submitted to the Commission, so they would need to reschedule the meeting for possibly the week of the 26th.

Chairman Schiffbauer stated that he imagined she would need to prep the packets if there were any protests, and they would be looking at sometime between the 27th and the 30th. He asked if the Commission was ok with the proposed amendments and stated that he didn't have any questions. He mentioned that it sounded like it had been planned out and would allow people to take the exam.

Co-Chairman Spann asked regarding the new date, if it would have an effect on the department in any negative way due to pushing the date back a little. He asked if it was going to hurt or hinder any of the candidates in any way.

Deputy Clerk of Council Wieber stated that it would just be giving them a break basically before they started the assessment portion.

Chairman Schiffbauer asked if they already had access to the materials they would be studying.

Deputy Clerk of Council Wieber stated that they did.

Moved by Schiffbauer and seconded by Spann to approve the calendar of events for the Police Lieutenant Promotional Exam.

A voice vote was taken and the motion carried.

Yes – 3            No – 0

Chairman Schiffbauer stated that the next Civil Service Commission regular meeting would be rescheduled for sometime between May 27-30 and would be done over email.

**ADJOURNMENT:**

Moved by Schiffbauer and seconded by Spann to adjourn the meeting.

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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, May 29, 2025

**Date Approved**