

**Civil Service Commission**  
**CITY HALL COUNCIL CHAMBERS**  
**REGULAR AGENDA OF JULY 28, 2025**  
**5:00 PM**

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**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

Regular meeting minutes of June 23, 2025  
(Action by Civil Service Commission)

**REPORTS**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**Fire Chief Promotional Examination**

Review agencies and costs  
(Action by Civil Service Commission)

Review calendar of events  
(Action by Civil Service Commission)

**ADJOURNMENT**

- The next Civil Service Commission regular meeting is scheduled for 5:00 PM on Monday, August 25, 2025.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
MINUTES OF THE  
REGULAR MEETING – MONDAY, JUNE 23, 2025**

**CALL TO ORDER**

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

**ROLL CALL**

Present were Secretary Amie Espinosa-Gonzalez and Chairman Donald Schiffbauer. Also present were Assistant Law Director Morgan and Deputy Clerk of Council Tina Wieber.

Excused was Co-Chairman Sam Spann.

**APPROVAL OF MINUTES**

**Regular Meeting Minutes of May 29, 2025**

Chairman Schiffbauer stated that the Commission had received the meeting minutes from the May 29, 2025, meeting. He asked if any Commission members had any comments or questions.

None were given.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to approve the regular meeting minutes of May 29, 2025.

A voice vote was taken and the motion carried.

Yes – 2            No – 0

**REPORTS**

**Received Oath of Office for Firefighter/Paramedic Steven Hauer dated May 27, 2025.**

**Received Oath of Office for Firefighter/Paramedic Jack Walter dated May 27, 2025.**

Chairman Schiffbauer stated that the Commission received the Oaths of Office for Firefighter/Paramedics Steven Hauer and Jack Walter both dated May 27, 2025, and congratulated them on their appointments.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**Re-certify the 2025-2027 Firefighter/Paramedic Class D Entrance Eligibility List due to the appointments.**

Chairman Schiffbauer stated that the Commission would need to re-certify the 2025-2027 Firefighter/Paramedic Class D Entrance Eligibility List due to the appointments. He stated that the Commission had received a copy of that list and asked if there were any questions from the Commission.

None were given.

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

A voice vote was taken and the motion carried.

Yes – 2            No – 0

**Re-certify the 2025-2027 Firefighter/Paramedic Class D Top 10 Entrance Eligibility List due to the appointments.**

Chairman Schiffbauer indicated that the Commission would also need to re-certify the 2025-2027 Firefighter/Paramedic Class D Top 10 Entrance Eligibility List due to the appointments. 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.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to re-certify the 2025-2027 Firefighter/Paramedic Class D Top 10 Entrance Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2            No – 0

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

Chairman Schiffbauer stated that the Commission needed to certify the Civil Service Payroll due to the appointments. 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 Espinosa-Gonzalez to certify the Civil Service Payroll.

A voice vote was taken and the motion carried.

Yes – 2            No – 0

**Certify the 2025-2027 Police Lieutenant Promotional Examination List.**

Chairman Schiffbauer stated that the Commission received a copy of that list and asked if Deputy Clerk of Council Wieber had any comments.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING – MONDAY, JUNE 23, 2025**

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Deputy Clerk of Council Wieber stated that there were no protests and that everyone passed the examination.

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

None were given.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to certify the 2025-2027 Police Lieutenant Promotional Examination List.

A voice vote was taken and the motion carried.

Yes – 2            No – 0

**Certify the 2025-2027 Police Lieutenant Promotional Examination Top 3 Eligibility List.**

Chairman Schiffbauer stated that due to the Rule of Three, the Commission was called to certify the 2025-2027 Police Lieutenant Promotional Examination Top 3 Eligibility List. He asked if there was any further discussion.

None were given.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to certify the 2025-2027 Police Lieutenant Promotional Examination Top 3 Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2            No – 0

Chairman Schiffbauer noted that there was no one in the audience for the meeting. He mentioned that it was his last meeting and wanted to thank Toni and Brian and his colleagues Amie and Sam, as they had all been very helpful. He explained that he enjoyed the opportunity for civic service and to support the City. He said that he wanted to give a huge thank you to the person that made it all work, Tina, and that she had been a big help and appreciated it. He stated that he hoped as he was able to continue civil service where he was going to next that there would be somebody as helpful along with the team to help guide that and that it had sincerely been an honor and a privilege.

Deputy Clerk of Council thanked Chairman Schiffbauer for volunteering his time over the last five years.

**ADJOURNMENT**

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

A voice vote was taken and the motion carried.

Yes – 2            No – 0

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION  
REGULAR MEETING – MONDAY, JUNE 23, 2025**

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The meeting was adjourned at 5:10 PM.

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**Donald Schiffbauer**  
*Chairman*

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

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**Date Approved** Monday, July 28, 2025


## 2026-2028 FIRE CHIEF EXAM AGENCIES

WRITTEN EXAMINATION	ASSESSMENT CENTER
<p><b><u>OFCA (Ohio Fire Chief's Association)</u></b></p> <p>\$1,800 Exam            \$20/candidate            \$8/question (100 questions)local developed questions (SOP, rules &amp; regulations, policies, etc)  <b>Total = \$2,640</b></p>	<p><b><u>OFCA (Ohio Fire Chief's Association) (2 candidates)</u></b></p> <p>Oral Board Interviews \$3,700 = <b>\$7,400</b>            Modified Oral Board Interviews \$4,700 = <b>\$9,400</b>            Traditional Assessment Center \$5,300 = <b>\$10,600</b>            Situational Assessment Center \$6,900 = <b>\$13,800</b></p>
<p><b><u>NTN</u></b></p> <p>Custom - \$60 per question/100 questions - \$6,000)            Semi-Custom - \$30 per question/100 semi-custom questions \$3,000)            Exam materials and scoring - \$20 per candidate/\$200 min)            Exam Administration - \$1,500            Travel costs – TBD  <b>Custom = \$7,700</b>  <b>Semi-Custom = \$4,700</b></p>	<p><b><u>PRADCO - \$4,100/pp (2 candidates)</u></b></p> <p>The assessment includes:            Interview with PRADCO Safety force assessors, feedback session with the candidate, PRADCO'S standard senior leader report, debrief with agency &amp; onboarding with the candidate who is promoted/selected            Travel costs - TBD  <b>Total = \$8,200</b></p>
<p><b><u>IOS</u></b></p> <p><b>Custom = \$10,990</b>  <b>Off the shelf = \$3,724.00</b></p>	


# CALENDAR OF EVENT FOR 2026 FIRE CHIEF EXAMINATION





## December 2025


Sun	Mon	Tue	Wed	Thu	Fri	Sat
	[1]	[2]	[3]	[4]	[5]	[6]
[7]	[8]	[9]	[10]	[11]  Notice of Exam	[12]	[13]
[14]	[15]	[16]	[17]	[18]	[19]	[20]
[21]	[22]	[23]	[24]	[25] 	[26]	[27]
[28]	[29]	[30]	[31]			





 January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				[1] 🇺🇸	[2]	[3]
[4]	[5]	[6]	[7]	[8]	[9] ✍️ Written Exam	[10]
[11]	[12]	[13]	[14] 📄 Receive Scores	[15]	[16] 📄 Score Letters Sent Out 🔥 Protest Period Begins	[17]
[18]	[19] 🌸	[20] 🔥 Protest Period	[21] 🔥 Protest Period	[22] 🔥 Protest Period	[23] 🔥 Protest Period	[24] 🔥 Protest Period
[25] 🔥 Protest Ends	[26] 📄 Protests Sent to Testing Company	[27]	[28]	[29]	[30]	[31]

 February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
[1]	[2]	[3]	[4]	[5]	[6]	[7]
[8]	[9]  Reviewed Protests Received	[10]	[11]	[12]  Civil Service Special Meeting	[13]  Scores Recalculated	[14] 
[15]	[16]  New Score Letters Mailed	[17]	[18]	[19]	[20]  Assessment Exam	[21]
[22]	[23]  Receive Assessment Scores	[24]	[25]	[26]	[27]	[28]

 March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
[1]	[2]  Special Civil Service Commission Meeting	[3]  Final Score Letters Mailed Out	[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]				