

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

CALL TO ORDER

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

ROLL CALL

Present were member Cheryl Farver, Secretary Amie Espinosa-Gonzalez and Co-Chairman Sam Spann. Also present were Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

APPROVAL OF MINUTES

Regular Meeting Minutes of June 23, 2025

Co-Chairman Spann stated that the Commission had received the meeting minutes from the June 23, 2025, meeting. He asked if any Commission members had any comments or questions.

None were given.

Minutes were accepted as submitted.

REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

Fire Chief Promotional Examination

Review agencies and costs

Co-Chairman Spann asked Deputy Clerk of Council Wieber to discuss the testing agencies and the costs regarding the Fire Chief Promotional Examination.

Deputy Clerk of Council Wieber gave a summary of the agencies and the differences between customized test questions and off-the-shelf questions and their prices as well as which agencies had been used previously for the written portion of the exam. She also discussed the two assessment agencies and what each had to offer and their pricing and explained that both had been used before as well as what they entailed and the differences in pricing.

Secretary Espinosa-Gonzalez asked if there were any travel costs.

Deputy Clerk of Council Wieber explained that in the section of each quote that said travel costs “To be Determined”, usually was just for mileage and lunch and if ran over what was budgeted, they would ask the Finance Department for the difference but that it was usually minimal.

Member Farver asked if the Ohio Fire Chiefs Association had been used before.

Deputy Clerk of Council Wieber stated that they had used them for the written exam in 2017 and 2019.

Co-Chairman Spann commented that they used Pradco for the assessment portion.

Deputy Clerk of Council Wieber stated that that was correct.

Assistant Law Director Morgan recommended that separate motions be made for the agency chosen for the written and the agency chosen for the assessment.

Moved by Espinosa-Gonzalez and seconded by Farver to approve NTN semi-custom for the Fire Chief's Promotional Written Examination.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Moved by Espinosa-Gonzalez and seconded by Farver to approve OFCA Situational Assessment Center Fire Chief's Promotional Examination.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Review calendar of events

Co-Chairman Spann asked Deputy Clerk of Council Wieber to discuss the Calendar of Events.

Deputy Clerk of Council Wieber reviewed the calendar of events starting with the requirement of a 30-day notice for the examination and the timeline of receiving scores and the protest period and the assessment examination. She discussed the special meetings Civil Service would have regarding the protests and final scores before the final score letters would go out. She also mentioned having time for the promoted candidate to have training with the Fire Chief before he retired.

Moved by Farver and seconded by Espinosa-Gonzalez to approve the Calendar of Events for the 2026 Fire Chief Promotional Examination.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

ADJOURNMENT

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

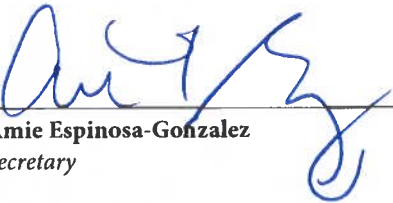
A voice vote was taken and the motion carried.

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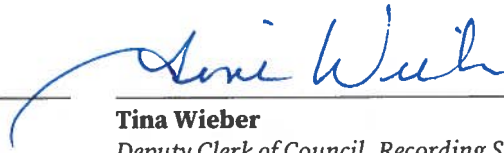
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Yes – 3 No – 0

The meeting was adjourned at 5:10 PM.



Amie Espinosa-Gonzalez
Secretary



Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, August 25, 2025

Date Approved