

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, OCTOBER 27, 2025**

CALL TO ORDER

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

ROLL CALL

Present was Secretary Amie Espinosa-Gonzalez, Co-Chairwoman Cheryl Farver and Chairman Sam Spann.

Also present was Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

APPROVAL OF MINUTES

Regular Meeting Minutes of September 22, 2025

Chairman Sam Spann stated that the Commission received the meeting minutes from the September 22, 2025, meeting and asked if there were any comments, questions or corrections.

None were given.

Moved by Spann and seconded by Farver to approve the September 22, 2025 meeting minutes.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

REPORTS

Promotion of Police Sergeant Allen Crawford II dated September 19, 2025.

Chairman Spann stated that the Commission received the oath of office regarding the promotion of Police Sergeant Alan Crawford dated September the 19th, 2025 and congratulated him on his recent promotion.

O 2025-136 An ordinance amending Ordinance 5679-2019 which authorized the inclusion of non-written assessments for the positions of Police Chief and Police Captain.

O 2025-137 An ordinance amending Ordinance 5681-2019 which authorized the inclusion of non-written assessments for the positions of Fire Chief and Assistant Fire Chief.

Chairman Spann stated that the Commission received two new ordinances and would turn it over to the Assistant Law Director and Deputy Clerk of Council for discussion.

Assistant Law Director Morgan stated that she was currently looking at Ordinance 2025-137 regarding the Fire Chief, but the two of them were written in very similar language. She explained that the little difference was in Sections 2,3 and 4 and that just reiterates the Rule of Three and they already had that.

She discussed that they wanted to have that wording in legislative form, but that was not new to them it was just now stated in the ordinance as well. She added that if there were any sections in the rules and regulations which the wording might need to be changed due to those ordinances, Tina volunteered to look for those and if they needed to they could make any changes and bring it to them next time to look at and then at the following meeting after that the Commission could vote on them. She explained that the really dramatic change was to fix what was seen as an issue with the upper management levels of both police and fire, the written test, which was just a multiple choice or something of that nature had such a heavy emphasis with them and they and the administration and most people in those positions as well agreed that what you're looking for in those people are leadership, character and management skills, those sorts of things, which were not necessarily found in a written test. She stated that what they had done was really a two-step process. She discussed that there was still a written examination, and they would still have to get 70% of the questions correct, which was consistent with what was currently being done and then they would end up with a list of people who passed by at least the 70%, hopefully more than three, but at least three. She explained that they would move on to the assessment test where they would be tested on their leadership skills basically, and the score in that test would rank them, with the assessment grade being the final grade. She mentioned that the legislation didn't say that the highest score was necessarily the one who was going to be picked, because the Rule of Three still gave the administration some flexibility there. She stated that Tina had done some research regarding that and asked her to discuss that.

Deputy Clerk of Council Wieber stated that when they knew that would need to be testing for the Fire Chief position, the Mayor asked her to do some research regarding how other cities were testing because it was noted in our legislation that for Fire Chief that the weight of the written portion of the exam was greater than the weight of the assessment portion of the exam and typically as a candidate would move up through the ranks, the assessment portion of the examination process gained greater weight regarding scoring while the written weight was less. She stated that she took a poll throughout surrounding cities and asked about their process, and they either did not even have a written portion or only used a written portion just as a passing point to get them through to the assessment exam, but none of them used the written in their final score. She stated that some of them even had Pradco as the only assessor in their legislation but the legislation currently before the Commission still gave them the option of choosing Pradco or others that were similar.

Chairman Spann asked Assistant Law Director if she would explain the other ordinance.

Assistant Law Director Morgan stated that they almost mirrored each other and that it was the same process where they were going to have to have 70% on the written part in order to make the cut and then the assessment, the PRADCO or similar type test, would be the final score.

Chairman Spann stated that basically they were just aligning both of those positions with each other.

Co-Chairwoman Farver stated that the written exam simply allowed the candidate to qualify to go on to the assessment but was not weighted as part of the appointment process.

Assistant Law Director Morgan stated that was correct.

Secretary Espinosa-Gonzalez asked for clarification and stated that one was written, and one was not written.

Assistant Law Director Morgan stated that it was more like an interview, an assessment of their management skills, of their personality types, how they operated under stress, if they could delegate, more of those kinds of skills, which are often harder to assess. She explained that just a normal written exam where you pick a correct answer or a short answer, didn't really give an indication of those and commented that they were two different skill sets really. She stated that when Tina did the research, that was when they discovered that they were sort of behind the curve on that one.

Chairman Spann asked if any of the Commission members had any questions, comments, or concerns.

None were given.

UNFINISHED BUSINESS

NEW BUSINESS

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

Chairman Spann stated that the first item of new business was to re-certify the 2024-2026 Police Sergeant Promotional Examination Eligibility List due to the promotion. He stated that the Commission had received a copy of that list and asked if there were any questions, concerns or comments.

None were given.

Moved by Spann and seconded by Espinosa-Gonzalez to Re-certify 2024-2026 Police Sergeant Promotional Examination Eligibility List.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

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

Chairman Spann stated that the next item of new business was to re-certify the 2024-2026 Police Sergeant Promotional Examination Eligibility List due to the promotion. He stated that the Commission had received a copy of that list and asked if there were any questions, concerns or comments.

None were given.

Moved by Spann and seconded by Farver to Re-certify 2024-2026 Police Sergeant Promotional Examination 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).

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
REGULAR MEETING – MONDAY, OCTOBER 27, 2025**

PAGE 4

Chairman Spann stated that Commission had received a copy of the payroll that they were to re-certify due to the promotion. He asked if there were any questions, concerns or comments.

None were given.

Moved by Spann and seconded by Espinosa-Gonzalez for the Certification of payroll by Civil Service Commission.

A voice vote was taken and the motion carried.

Yes - 3 No - 0


ADJOURNMENT

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


A voice vote was taken and the motion carried.

Yes - 3 No - 0

The meeting was adjourned at 5:11 PM.



Sam Spann
Chairman



Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, December 2, 2025
Date Approved