



Civil Service Commission
CITY HALL COUNCIL CHAMBERS
REGULAR AGENDA OF FEBRUARY 27, 2026
5:00 PM

CALL TO ORDER

ROLL CALL

Chairman
Vice-Chairman
Secretary

APPROVAL OF MINUTES

Regular meeting minutes of December 2, 2025

REPORTS

Received a request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List by Sgt. Matt Downing for Zahid Khan dated November 10, 2025.

Received a request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List by Sgt. Matt Downing for John Imperatore dated November 12, 2025.

Received a request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List by Sgt. Matt Downing for Emilly Malena dated January 29, 2026.

Received a request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List by Sgt. Matt Downing for Jack Garrity dated February 2, 2026.

Received a request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List by Sgt. Matt Downing for Corey Blondeaux dated February 2, 2026.

Received a request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List by Sgt. Matt Downing for Summer Davis dated February 2, 2026.

Received a request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List by Sgt. Matt Downing for Kalli Spisak dated February 2, 2026.

Received a request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List by Sgt. Matt Downing for Aidan Katrincsak dated February 2, 2026.

Received a request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List by Sgt. Matt Downing for Jacob Hujer dated February 2, 2026.

Received a request for withdrawal from the Patrol Officer Step 1 Entrance Examination Eligibility List by Captain Greg Petek for Noah Whipkey dated February 11, 2026.

Retirement of Police Sergeant Matt Downing on Friday, February 20, 2026.

2026-2028 Patrol Officer Step 1 Entrance Eligibility Examination.

UNFINISHED BUSINESS

NEW BUSINESS

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

(Action by Civil Service Commission)

Certify the 2026-2028 Fire Chief Promotional Examination List.

(Action by Civil Service Commission)

Approval of Testing Agencies for Fire Promotional Examinations.

(Action by Civil Service Commission)

ADJOURNMENT

- The next Civil Service Commission regular meeting is scheduled for 5:00 PM on March 23, 2026.

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – TUESDAY, DECEMBER 2, 2025**

CALL TO ORDER

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

ROLL CALL

Present was Secretary Amie Espinosa-Gonzalez and Chairman Sam Spann.

Also present was Deputy Clerk of Council Tina Wieber.

Co-Chairwoman Cheryl Farver was excused.

APPROVAL OF MINUTES

Regular Meeting Minutes of October 27, 2025

Chairman Sam Spann stated that the Commission received the meeting minutes from the October 27, 2025, meeting and asked if there were any comments, questions or corrections.

None were given.

Moved by Spann and seconded by Espinosa-Gonzalez to approve the October 27, 2025 meeting minutes.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

REPORTS

Request for withdrawal from the Patrol Officer Step 1 Entrance Eligibility List from Sgt. Matt Downing for Patrick Haffner dated November 6, 2025.

Chairman Spann stated that the Commission had received a request for withdrawal from the Patrol Officer Step 1 Entrance Eligibility List dated November 6, 2025 for Patrick Haffner from Sgt. Matt Downing.

Request for withdrawal from the Patrol Officer Step 1 Entrance Eligibility List from Sgt. Matt Downing for Scott Brubaker dated November 12, 2025.

Request for withdrawal from the Patrol Officer Step 1 Entrance Eligibility List from Sgt. Matt Downing for Justin Malinak dated November 12, 2025.

Request for withdrawal from the Patrol Officer Step 1 Entrance Eligibility List from Sgt. Matt Downing for Frederick Thacker dated November 12, 2025.

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REGULAR MEETING – TUESDAY, DECEMBER 2, 2025**

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Chairman Spann stated that the Commission had also received several requests for withdrawal from the Patrol Officer Step 1 Entrance Eligibility List dated November 12, 2025 for Scott Brubaker, Justin Malinak and Frederick Thacker from Sgt. Matt Downing.

Received resignation letter from Police Chief Freeman for Patrol Officer Brad Parker effective November 12, 2025.

Chairman Spann stated that the Commission received a resignation letter for Patrol Officer Brad Parker from Police Chief Freeman dated November 12, 2025 and wished him good luck in his future endeavors.

Notice of Fire Chief Promotional Examination

Deputy Clerk of Council Wieber stated that the notice of the Fire Chief promotional examination went out November 7th and that the invitations for the examination would be sent out on Friday, December 5th. She added that if she received a negative reply from either of the assistant fire chiefs regarding taking the exam, because there were only two, that invitations would then be sent out to the captains.

UNFINISHED BUSINESS

NEW BUSINESS

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

Chairman Spann stated that the Commission would need to re-certify the 2025-2027 Patrol Officer Step 1 Entrance Eligibility List due to the requests for withdrawal. 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 2025-2027 Patrol Officer Step 1 Entrance Eligibility List

A voice vote was taken and the motion carried.

Yes – 2 No – 0

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

Chairman Spann stated that the Commission would need 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 had received a copy of that list and asked if there were any questions, concerns or comments.

None were given.

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

A voice vote was taken and the motion carried.

Yes – 2 No – 0

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

Chairman Spann stated that the Commission would need to re-certify the 2024-2026 Police Sergeant Promotional Examination Eligibility List due to the resignation. 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 – 2 No – 0

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

Chairman Spann stated that the last item of new business was to re-certify the 2024-2026 Police Sergeant Promotional Examination Top 3 Eligibility List due to the resignation. 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 Top 3 Eligibility List.

A voice vote was taken and the motion carried.

Yes – 2 No – 0

ADJOURNMENT

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

A voice vote was taken and the motion carried.

Yes – 2 No – 0

The meeting was adjourned at 5:05 PM.

Chairman

Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, February 27, 2026
Date Approved

2025-2027 Patrol Officer Step 1 Entrance Eligibility Exam

Current Position	Submitted	Name		Agility	Written	Extra Credit						Total	
	Date	Last	First	ID Number	# Correct	Education		Military			OPOTA		Total Extra Credit
In	Submitted Date	Last Name	First Name	Agility ID Number	Written # Correct	Education	Education Points	Military	Military %	Military Points	OPATA Points	Extra Credit Total	Score Total
1	12/2/2024	Smith	Duane	Y	76		0	N/A		0	0	0	76
2	2/10/2025	Horvat	Zachary	Y	72		0	N/A		0	0	0	72

I, _____, acknowledge this list to be an accurate certified list as declared by the Civil Service Commission on February 27, 2026.

 Chairman Date

**CITY OF NORTH RIDGEVILLE
FIRE CHIEF PROMOTIONAL EXAMINATION
ELIGIBILITY LIST
2026**

POSITION	NAME		HIRE DATE	INTENT FORM			ASSESSMENT EXAM		PASS/FAIL
	LAST	FIRST		#	DATE	TIME	POSSIBLE POINTS	EARNED POINTS	
1	Shear	Alexander	04.08.2013	02	12.18.2025	2:49 PM	100	88.00	PASS
2	Graf	Jonathan	04.09.1995	01	12.05.2025	1:31 PM	100	76.00	PASS

I, _____, Chairman, acknowledge this list to be an accurate certified list as declared by the Civil Service Commission on February 27, 2025.

Chairman

Date