

**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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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 7<sup>th</sup> and that the invitations for the examination would be sent out on Friday, December 5<sup>th</sup>. 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.

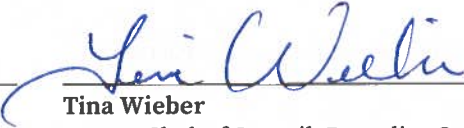
Yes – 2            No – 0

The meeting was adjourned at 5:05 PM.

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*Chairman*



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

Monday, February 27, 2026

**Date Approved**