

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, JUNE 22, 2026**

CALL TO ORDER

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

ROLL CALL

Present were Vice-Chairman Paul Graupmann and Chairwoman Cheryl Farver.

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

Secretary Amie Espinosa Gonzalez was excused.

APPROVAL OF MINUTES

Regular Meeting Minutes of April 27, 2026

Chairwoman Farver stated that the Commission received the meeting minutes from the April 27, 2026, meeting and asked if there were any comments, questions or corrections.

None were given.

Moved by Farver and seconded by Graupmann to approve the Regular meeting minutes of April 27, 2026.

A roll call vote was taken and the motion carried.

Yes – 2 No – 0

REPORTS

Received a request for withdrawal from the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List by Fire Chief Reese for Brandon Hall-Carstarphen dated June 1, 2026.

Received a request for withdrawal from the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List by Fire Chief Reese for Michael Qualich dated June 1, 2026.

Received a request for withdrawal from the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List by Fire Chief Reese for Jonathan Howitt dated June 1, 2026.

Received a request for withdrawal from the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List by Fire Chief Reese for Nathan Lashley-Burke dated June 1, 2026.

Received a request for withdrawal from the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List by Fire Chief Reese for Wayne Gerbasi dated June 1, 2026.

Received a request for withdrawal from the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List by Fire Chief Reese for Zachary Porph dated June 1, 2026.

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Received a request for withdrawal from the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List by Fire Chief Reese for Tavion Murphy dated June 1, 2026.

Chairwoman Farver stated that the Commission received communication dated June 1st from the Fire Chief indicating there were seven requests for withdrawal from the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List, which would be addressed during the New Business portion of the meeting.

Review scores of the Fire Lieutenant's Promotional Written Examination.

Chairwoman Farver asked if the Administration had any comments regarding the Lieutenant's promotional written examination.

Assistant Law Director Morgan stated that she did have some things that she wanted to go over with the Commission. She explained that Tina had provided them with a sheet that was used previously. She stated that she went back through some of her old paperwork and found something from 2020 that she wanted to review with them when they were looking at the protests.

Chairwoman Farver asked if that could be reviewed during the protest portion of the meeting.

Assistant Law Director Morgan said yes, she was explaining that it had to do with that.

Discuss Fire Captain's Promotional Examination.

Deputy Clerk of Council Wieber stated that the Fire Captain's promotional examination was scheduled to take place on July 22, 2026, with invitations going out that week.

Received Oath of Office for Patrol Officer Shayla Middlebrooks dated June 10, 2026.

Received Oath of Office for Patrol Officer Caleb McDonald dated June 10, 2026.

Chairwoman Farver stated that the Commission had received the Oath of Office for Patrol Officer Shayla Middlebrooks, dated June 10, 2026, and welcomed her to the City and thanked her for her commitment to North Ridgeville.

She added that the Commission had received an Oath of Office for Caleb McDonald dated June 10, 2026, and also welcomed him to the City and thanked him for his commitment to North Ridgeville.

UNFINISHED BUSINESS

NEW BUSINESS

Review protests to the Fire Lieutenant's Promotional Written Examination given May 22, 2026.

Assistant Law Director Morgan stated that, as she had previously indicated in 2020, the information remained the same because the applicable rules and procedures had not changed. She read the following statement: the duty of the Civil Service Commission, as assigned by the City Charter, is to ascertain merit and fitness as the basis for appointment and promotion within the municipality's

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classified service, and this is accomplished primarily through the administration of written examinations.

She further explained that under Civil Service Rule 5, Section 10(a) and (b), regarding promotional examinations, a participant who believes a written test was erroneously graded has the right to appeal within 10 days. She stated that the purpose of the meeting was to consider those appeals. Each challenge is reviewed by the Civil Service Commission, which may approve or deny an appeal, and in some cases eliminate a question entirely. She clarified that some protests concern testing procedures rather than the scoring of a specific question; however, those matters were not before the Commission. She stated that the appeals under consideration appeared to involve questions of alleged erroneous grading.

Assistant Law Director Morgan outlined the Commission's options when reviewing appeals. She explained that the testing company provides supporting information and source materials for its selected answers, which the Commission may review and accept. The Commission may also determine that the appealed answer is correct, although she noted that this is less common. She stated that the Commission may also determine that more than one answer is correct, particularly when different study materials contain conflicting information. In such cases, multiple answers may be accepted as correct. Additionally, the Commission may determine whether a question is overly vague or unclear and remove it from the examination entirely. She explained that removing a question would affect all examinees and could alter overall scores, which is why scores remain unofficial until the appeal process is completed.

She also advised that if the two Commission members present disagreed on an appeal, the matter could be set aside and reconsidered at the next meeting when a third member would be present to provide a majority decision. She explained that motions could group multiple questions together by outcome, allowing the Commission to address and vote on similar appeals collectively rather than individually.

Chairwoman Farver stated that they would go through the report provided by Ergometrics and review each protest.

Question No. 13

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Deputy Clerk of Council Wieber stated that she wanted to point out that on the next page they could not only see the candidates protest but also the actual source material from which it was taken.

Chairwoman Farver stated that she appreciated that and said that she did review that prior to the meeting. She stated that she concurred with the testing company's decision.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 16

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Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he also concurred.

Question No. 20

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 22

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 26

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 31

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 33

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 40

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Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 42

Chairwoman Farver read the testing authority's recommendation and correct answer, which the candidate appeared to be in agreement with even though it was answered incorrectly on the exam, and referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 43

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 47

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 55

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 57

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 60

Chairwoman Farver read the testing authority's recommendation and correct answer, which the candidate appeared to be in agreement with even though it was answered it incorrectly on the exam, and referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 65

Chairwoman Farver read the testing authority's recommendation and correct answer, along with the protest arguments and the referenced source material provided by the testing agency. She stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Chairwoman Farver stated that in the interest of time, since everyone has reviewed the report, she was not going to read the responses. She explained that she would read the question number and state whether or not they concurred with the testing agency as the documents did not need to be read into the record.

Question No. 73

Chairwoman Farver stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 74

Chairwoman Farver stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 81

Chairwoman Farver stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 82

Chairwoman Farver stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Question No. 65

Chairwoman Farver stated that she concurred with the testing agency's recommendation.

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Vice-Chairman Graupmann stated that he concurred as well.

Question No. 87

Chairwoman Farver stated that she concurred with the testing agency's recommendation.

Vice-Chairman Graupmann stated that he concurred as well.

Moved by Farver and seconded by Graupmann to accept Ergometrics, the testing authority's, recommendations regarding the protests for the Fire Lieutenant's promotional written examination.

A roll call vote was taken and the motion carried.

Yes – 2 No – 0

Re-certify the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List due to the requests for withdrawal.

Chairwoman Farver stated that the next item on the agenda was to re-certify the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List due to the requests for withdrawal that was discussed during the reports section earlier in the meeting.

Moved by Farver and seconded by Graupmann to approve the 2025-2027 Firefighter Paramedic Class D Entrance Eligibility List

A roll call 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 requests for withdrawal.

Chairwoman Farver stated that the next item on the agenda was to re-certify the 2025-2027 Firefighter Paramedic Class D Top 10 Entrance Eligibility List due to the requests for withdrawal.

Moved by Farver and seconded by Graupmann to approve the 2025-2027 Firefighter Paramedic Class D Top 10 Entrance Eligibility List.

A roll call vote was taken and the motion carried.

Yes – 2 No – 0

Re-certify the 2026-2028 Patrol Officer Step 1 Entrance Eligibility List due to appointments.

Chairwoman Farver stated that the next item on the agenda was to re-certify the 2026-2028 Patrol Officer Step 1 Entrance Eligibility List due to appointments.

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Moved by Farver and seconded by Graupmann to approve the 2026-2028 Patrol Officer Step 1 Entrance Eligibility List.

A roll call vote was taken and the motion carried.

Yes – 2 No – 0

Re-certify the 2026-2028 Patrol Officer Top 10 Step 1 Entrance Eligibility List due to appointments.

Chairwoman Farver stated that the next item on the agenda was to re-certify the 2026-2028 Patrol Officer Step 1 Top 10 Entrance Eligibility List.

Moved by Farver and seconded by Graupmann to approve the 2026-2028 Patrol Officer Step 1 Top 10 Entrance Eligibility List.

A roll call vote was taken and the motion carried.

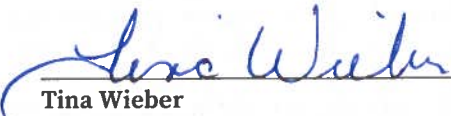
Yes – 2 No – 0

ADJOURNMENT

The meeting was adjourned at 5:33 PM.



Paul Graupmann
Co-Chairman



Tina Wieber
Deputy Clerk of Council, Recording Secretary

Monday, August 24, 2026
Date Approved