

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING NOVEMBER 17, 2015**

To Order: The meeting was called to order at 6:30 P.M.

Roll Call: Present were Vice Chairman Russ Friedrich and Chairman James Yost.
Absent was Dan Zezena.
Also present was Assistant Law Director Toni Morgan, Recording Secretary,
Deputy Clerk Donna Tjotjos, Firefighter Gary Chase, and Firefighter Dan
Rogers.

Minutes:

Chairman Yost stated he reviewed the minutes and didn't see any need for corrections of the minutes. Member Friedrich stated that he didn't see any corrections needed.

Moved by Friedrich and seconded by Yost to accept the corrected minutes dated
October 20, 2015.

MOTION CARRIED

Reports:

Chairman Yost noted receipt of correspondence from Chief Freeman.

Deputy Clerk Tjotjos requested direction from the Commission to submit the letter notifying candidate Biji that he is being removed from the list as per the correspondence from Chief Freeman.

Moved by Yost and seconded by Friedrich to direct the Recording Secretary to
submit a letter notifying candidate Biji of his removal.

MOTION CARRIED

Chairman Yost stated that will go along with the Chief's request.

Unfinished Business: None.

New Business:

Chairman Yost noted a request to suspend a section of the rules.

Deputy Clerk Tjotjos explained that the request to suspend the rules is simply on the Section Identity of the Examinees Concealed explaining that at the time the exams were handed out there were no identification numbers on them. The agency did not assign them and their response to that was that it was the agencies discretion whether or not we identify with numbers, but we didn't identify with numbers.

Chairman Yost asked if that was resolved with them or not.

Deputy Clerk Tjotjos stated that they basically left it up to the agency. That is the reason the request for the suspension of the rules was submitted to the members.

Chairman Yost stated that the Recording Secretary could read the code number on it from the rules and regulations.

It was moved by Yost and seconded by Friedrich to approve the suspension of that section of the regulations

MOTION CARRIED

Chairman Yost noted the next item was the Lieutenant Protest Challenges. He asked the recording secretary if she received any more.

Deputy Clerk Tjotjos stated that there were four candidate challenges. Today was the last day. All four have been submitted to IPMA for their response. Responses have not yet been received from IPMA. A suggestion was made to maybe hold a special meeting to review the responses.

Chairman Yost stated that it all depends on what they come back with.

Assistant Law Director Morgan stated that she thought that only one went to IPMA.

Deputy Clerk Tjotjos stated that they are all with IPMA as of today.

Assistant Law Director Morgan asked if all was collected from the candidates as per the procedures from IPMA.

Deputy Clerk Tjotjos stated yes. There was only one response received from IPMA and explained that she didn't want to bring them in, in piece meal.

Assistant Law Director Morgan clarified and asked if everything was sent in and only one response was sent in.

Deputy Clerk Tjotjos stated yes.

Assistant Law Director Morgan stated that IPMA sent us a lot of information about how to handle the challenges and she provided examples Assistant Law Director Morgan stated that IPMA sent us a lot of information on how to handle the challenges and she provided examples stating that this is protecting the integrity of their test. She stated that the good news is that stating that this is protecting the integrity of their test. She stated that the good news is that most of the things that need to be done are done by the candidate. They have to decide which ones they are going to challenge. They have to decide which ones they are going to challenge after reviewing the question and their answer. They have to bring in the information in photocopies as it is all outlined in their document, which will support their

answers. Most of this or the hard part needs to be done by the candidate, which makes sense because they are the ones that are challenging it. Then anyone who signed the security agreement; the Chairman was the only one that has signed it but they did send us sort of like an auxiliary agreement so that all of us could sign so that everyone could be privy to the information. Donna has walked this all the way through to the part that the challenges get sent to the agency. According to IPMA stated that we would get back the response within one to three weeks, but sooner if we call them; as we did receive one back already. What it comes down to the Commission has to do is only the last two items on here. They will get IPMA's responses and the Commission can call them if there is something that is not clear about their responses. That will be only for the Commission only. It is not for anybody else's' eyes. She stated that we could use their language and paraphrase it if we choose to. The bottom line is that the agency decides whether to give credit or not to give credit. Also, IPMA would also like to know how the Commission decides because it helps them to improve their test over time. She guessed that if they see lots of challenges on that question, then they would reevaluate that question. One of the things that the Commission could do is meet in Executive Session for that. That is when the members could freely discuss back and forth and come to a consensus. The Commission would then go back into regular session and commence with a motion to publically make their decision. She provided an example. That is the way the Commission would have to handle it in order to keep in line with IPMA's procedures. She stated that she was unaware of how this was handled in the past and asked if it was good, bad or indifferent. She asked if there were problems with this.

Chairman Yost stated that it looks to him that there is a big problem with it. He asked if she received a sample of the protests.

Assistant Law Director Morgan stated that she has them, but she has not had a chance to review them.

Chairman Yost stated that some of the protested questions don't look right to him. It looks to him like the testing agency doesn't have a clue what they are doing.

Assistant Law Director Morgan stated that is something that the Commission would have to decide and could be decided in Executive Session.

Chairman Yost stated that he believes that is what they will be doing once they get them all in and they will see if there are similar protests on the same question numbers.

Assistant Law Director Morgan stated that might happen.

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Chairman Yost stated that the Commission wanted to set a Special Meeting as there seems to be a bit of a time crunch.

Chairman Yost stated that the Commission needs to know when they will get those responses back. He asked if that was going to be three weeks.

Deputy Clerk Tjotjos stated that it is stated one to three weeks in their procedures, but Andrey Pankov, who is the contact at IPMA, is aware of the time crunch. The calendar of events was reviewed and noted that November 30, as of today, is when the online assessments are scheduled to begin, but they can't start the online assessments until after the challenges have been reviewed and decided on because if for instance the Commission decides to remove a question from the exam then all of them have to be regraded again, so technically, a few people could be back on the list to take the assessment. She explained that there were three people who failed, but by removing questions, it could put them in a passing category.

Chairman Yost stated that the Commission can't do anything until they see their responses. He asked the recording secretary to contact them to find out when their responses would be submitted.

Assistant Law Director Morgan asked if there was a time that was too late.

The Calendar of Events were discussed noting the holidays that fall in between the testing. Deputy Clerk Tjotjos stated that the online assessments could be pushed to the following week.

Assistant Law Director Morgan asked the Commission what would make sense for them.

Chairman Yost stated that he thinks that pushing the online assessment to December would give the Commission time.

Deputy Clerk Tjotjos explained the assessment process and dates. She noted that the candidates and the Fire Chief are going to want the results before the end of the year, but it is totally up to the Commission.

Chairman Yost stated that once we find out when the responses will be submitted a Special Meeting will be scheduled in the appropriate time it allows.

Deputy Clerk Tjotjos stated that any member can call a Special Meeting.

Chairman Yost addressed the firefighters and asked if they understood.

They responded yes.

Chairman Yost stated that there is no other business for this meeting.

Adjournment:

Moved by Yost and seconded by Friedrich to adjourn the meeting.
MOTION CARRIED

The meeting was adjourned at 6:49 P.M.



Chairman



Recording Secretary



Date Approved