

NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING **NOVEMBER 15, 2011**

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

Roll Call: Present was Chairman Jim Yost and Member Russ Friedrich
Absent was Member Dan Zezena
Also present was Fire Chief Richard Miller, Assistant Fire Chief John Reese,
Assistant Fire Chief Scott Bement and Recording Secretary Donna Tjotjos

Minutes:

It was moved by Friedrich and seconded by Yost to approve the minutes dated September 20, 2011 and October 18, 2011.

MOTION CARRIED

Reports:

Fire Chief Miller explained that he and his staff are approaching Civil Service Commission to request review and consideration of a document titled Entry Level Firefighter/Paramedic Background Investigation and is attached hereto. He asked that this document be considered as an attachment to the application and made part of the application process for Firefighter/Paramedic Entrance Examinations. Chief Miller explained that once the Department receives the eligibility list from the Commission to begin the interview process, the background investigation process takes 40 man hours to complete for each candidate. He explained that if this document was attached to the application, the applicant would know before they take the time to take the exam what the disqualifications may be once the background investigation begins. This would save the Department time and money in completing the interview process.

Assistant Fire Chief Reese explained what problems occurred during the last background investigation stating that certain unacceptable behaviors of some of the candidates interviewed were brought to light during the background investigation and those candidates could not be disqualified or removed from the eligibility list based on those findings. The Department was forced to keep two candidates on the list after the investigation proved these two individuals were not and should not remain qualified for the position. He explained that if this document was attached to the application, the applicant should be made to sign the application stating that they read this document and understand it before they are accepted to take the examination.

It was explained that Civil Service Commission's Rules and Regulations, specifically, Rule II, Section 6 states that after the creation of an eligibility list, the Commission has reason to believe that any person whose name appears on any list is disqualified for appointment because of false statements made in his application, physical disability, or for other comparable reasons, such person shall be notified and given an opportunity to be heard. Additional comments were made that the document can be part of the application process, however, when requesting the removal, the specific items noted on the document attached will need to be called out in order for the Commission to take action on the removal.

The document was reviewed and items were discussed in detail. After lengthy discussion, the Commission requested that the Department make some changes to the document and they will reconsider it. The following items were requested to be changed.

- Under page one; definition of unacceptable driver as one who during the previous five (5) year period has received conviction of:
 - Remove drag racing;
 - Change the conviction time period from during the previous (5) years to three (3) years for the conviction of driving under the influence of alcohol;
 - Remove conviction of failure to maintain financial responsibility (insurance).
- Review and possibly change the verbiage of item number 7, page three which currently states maintains an on-going relationship with individual(s) who have been convicted of felony crimes and who are reputed to be involved in recent or current felonious activity.

Member Friedrich spoke briefly regarding the disqualification for domestic violence and asked if that be reviewed based upon the severity of the conviction and the circumstances involved.

A brief discussion was held regarding the information on the military DD214. An explanation was provided that the Commission does not require, at the time of application, the applicant to provide information on their military service. The military DD214 is only considered as extra credit and in order to obtain that extra credit, the applicant must provide a copy of the DD214 showing honorable discharge and minimum full-time service of one year, per Ohio Revised Code. This document is only for extra credit and the Commission can not disqualify a candidate based on extra credit. Assistant Fire Chief Bement explained that during the background investigation, military service information is established and specific codes on the DD214 will show the conduct of the applicant while in service.

Fire Chief Miller also explained that in the Commission's Rules and Regulations, the qualifications state that the applicant must be a certified paramedic at the time of appointment. He explained the intent behind why that qualification was required. He then explained why it now should read that the applicant must be a State of Ohio Certified Paramedic at the time of filing the application. He explained that they have faced problems where they accepted an individual who was on the eligibility list; qualified in all areas, but would not have been certified for another two weeks. There was another applicant who also qualified, but they did not accept him because he would not have been certified for another six weeks. This issue could have legal ramifications and the change to be certified at the time of application will need to be implemented.

The Commission reviewed Rule VI, Section 2. This section; Fire Department Applicants, currently reads *Applicants for examinations for original appointment to the Fire Department as a*



G. David Gillock
Mayor

CITY OF NORTH RIDGEVILLE

Division of Fire

7090 Avon Belden Road
North Ridgeville, OH 44039



Richard E. Miller
Fire Chief

ENTRY LEVEL FIREFIGHTER/PARAMEDIC BACKGROUND INVESTIGATION

As a candidate under consideration for hire with the North Ridgeville Fire Department you should be aware that a **BACKGROUND INVESTIGATION** will be conducted on you. Several areas will be delved into to insure your qualification. The following criteria will be considered as reasons to **DISQUALIFY A CANDIDATE**:

Candidates will be required to take a Computer Voice Stress Analysis (CVSA) administered by the North Ridgeville Police Department. Deceptive results of a CVSA examination regarding the applicant's background are grounds for disqualification.

A Bureau of Motor Vehicle Report will be reviewed to determine if you can be permitted to operate a motor vehicle for the City of North Ridgeville. Classification as an *unacceptable driver* is grounds for **DISQUALIFICATION** of an applicant. An *unacceptable driver* is defined as one who during the previous five (5) year period has received:

1. A conviction for one (1) of the following:
 - Drag racing
 - Driving under the influence of alcohol or drugs
 - Vehicular homicide
 - Leaving the scene of an accident
 - Willfully eluding or fleeing a police officer after a traffic violation
 - Driving under suspension
 - Failure to maintain financial responsibility (insurance)
2. Two (2) or more chargeable or "at fault" accidents, the nature and severity of the accident to be taken into account.
3. Three (3) moving violations for which a total of six (6) or more points were received.
4. Any combination of one (1) chargeable or "at fault" accident and two (2) moving violations.

5. A second driving under the influence conviction in their lifetime.

Candidates will be subjected to a criminal history check to determine if he/she should be **DISQUALIFIED** from further consideration. Arrest, conviction, or repeated involvement for any of the following will result in **DISQUALIFICATION**:

- Any felony
- Sex crimes
- Contributing to the delinquency of a minor
- Providing alcohol to a minor
- Providing firearms to a minor
- Repeated incidents involving alcohol use or abuse
- Obstructing justice
- Obstructing official business
- Resisting arrest
- Domestic violence
- Prostitution
- Destruction or damage to private or public property
- Incidents involving firearms
- Public indecency
- Inducing panic
- Impersonating a Police Officer
- Drug use or abuse
- Misconduct at an emergency
- Fraud
- Fireworks
- Telephone harassment
- False police reports
- Receiving stolen property
- Any other incident that would indicate an undesirable employee

**THE FOLLOWING ELEMENTS WILL RESULT IN IMMEDIATE
DISQUALIFICATION FROM CONSIDERATION:**

1. Conviction of a felony in the State of Ohio, or an offense in another state that would be a felony if committed in the State of Ohio.
2. Conviction of an offense involving moral turpitude.
3. Conviction of an offense involving the unlawful use, sale, manufacture, production or possession of a controlled substance.

4. Conviction of an offense involving the unlawful use, sale, manufacture, production or possession of prescription drugs.
5. Has a criminal proceeding pending or is under investigation for a crime.
6. Has a documented history of physical violence, or has been convicted of a crime of "Domestic Violence".
7. Maintains an on-going relationship with individual(s) who have been convicted of felony crimes and who are reputed to be involved in recent or current felonious activity.
8. Any violation of public trust while previously employed in law enforcement or other public or government service.
9. An affiliation with, and/or support of, any organization or group which advocates the overthrow of the State or of the United States Government, or whose professed goals are contrary to the interests of public safety and welfare.
10. Any illegal use of a controlled substance within the listed time preceding the date of the application:

- **Marijuana** **3 years**
- **All Others (schedule 1-5 drugs)** **5 years**

(Schedule 1-5 as defined in Ohio Revised Code)

11. A history of alcohol or controlled substance abuse which has hampered job performance at any time during five (5) years immediately preceding the date of application.
12. Evidence that the applicant has willfully provided false or misleading information during the application process, in his/her written application, personal history statement, or found cheating during any testing in the application process.
13. Any conclusion brought about by the investigation that the applicant is unsuited for police work.
14. Prior termination for cause from a fire department or law enforcement agency.
15. Separation from any branch of the United States Armed Forces under less than honorable conditions or for any reason of unsuitability or misconduct.
16. An ineligible reenlistment code on DD form 214.
17. A conclusion by any physician, psychiatrist, or psychologist which questions the applicant's suitability to perform the duties of a Firefighter/Paramedic.

fireman must have attained the age of eighteen (18) on or prior to the date of appointment and must be a certified paramedic on the date of their appointment.

It was moved by Friedrich and seconded by Yost accept the proposed amendment to read: Rule VI, Section 2, *Applicants for examinations for original appointment to the Fire Department as a firefighter must have attained the age of eighteen (18) on or prior to the date of appointment and must provide documentation showing they are a State of Ohio Certified Paramedic at the time of filing the application.*

MOTION CARRIED

Chairman Yost requested that this amendment be submitted to the Commission within the allotted time in order to adopt the amendment at their next meeting.

It was moved by Friedrich and seconded by Yost to cancel the December meeting.

MOTION CARRIED

The Commission thanked Fire Chief Miller, Assistant Fire Chief Reese, and Assistant Fire Chief Bement for bringing these issues to their attention and noted that the Commission will review and consider the changes to their document they presented this evening at their next regular meeting and requested that the changed document be submitted to the Recording Secretary.

Unfinished Business: None

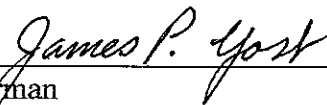
New Business: None

Adjournment:

Chairman Yost stated that since there is no other business to be brought before the Commission he made a motion to adjourn.

MOTION CARRIED

Meeting adjourned at 7:43 P.M.



Chairman



Recording Secretary

January 16, 2012
Date