

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING OCTOBER 16, 2012**

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

Roll Call: Present were Members Dan Zezena and Chairman Jim Yost.
Absent was Member Russ Friedrich.
Also present were Fire Captain Jon Graf, Firefighter Stephen Cook, Assistant Fire Chief Scott Bement, Assistant Fire Chief John Reese and Recording Secretary Donna Tjotjos.

Minutes:

Chairman Yost stated that the first item on the agenda is the minutes of September 18, 2012. He entertained a motion.

It was moved by Yost and seconded by Zezena to approve the minutes of September 18, 2012.

MOTION CARRIED

Reports:

Costs to hold a Police Entrance Exam in the first quarter of 2013:

A brief explanation of the costs compiled for the Police Entrance Exam was provided along with a data sheet for review of the breakdown.

It was moved by Yost and seconded by Zezena to approve the expenditures not to exceed \$6500.00 for the cost to provide Patrolman Entrance exams.

MOTION CARRIED

Status of the current Police Entrance Eligibility List.

A brief report was provided indicating that the Police Entrance Eligibility List currently has one more candidate remaining on the list. The Police Department has swept through the entire list with 11 candidates remaining valid on the list.

Candidate number 33 was recently removed based on the age restrictions noted in the North Ridgeville Codified ordinances and the Civil Service Rules and Regulations.

Status of the current Police Promotional Eligibility List.

Based on the recent resignation of Sgt. Medina, the promotional position was open to the next candidate on the list. Candidate Patrolman James Larkin turned down the position. Candidate Patrolman Jason Dancy was the next candidate, however, he resigned in August of 2012. Candidate Kevin Phillips was then next on the list and he was sworn in as Sergeant on October 4, 2012.

Unfinished Business:

Amendments to Rule VII and VIII of the Civil Service Commission Rules and Regulations.

It was moved by Zezena and seconded by Yost to postpone action on the amendment until the Law Director responds to the language.

MOTION CARRIED

New Business:

Protests received from the Fire Promotional Exams.

Lieutenant's exam question 19 was read. The protest read to allow answers of both A and C based on the challenge that it is believed answer C was also correct because according to Maslow's concept of "deficiency needs", page 138. As a lower need is satisfied a new higher need will emerge. It is important for an officer to understand this concept to assist in motivation.

The agency, Daniel T. Clancey's recommendation in response to this protest was to grant this protest based on the reasoning provided by the protestor.

It was moved by Zezena and seconded by Yost to approve the recommendation from Daniel T. Clancey to allow answers of both A and C.

MOTION CARRIED

Assistant Fire Chief's exam question 145 was read. The protest read to remove question from exam based on the paragraph which this question comes from lists all of the possible choices to answer the question. The correct response should have been "D" All of the above. The current answer listed as correct is "B" only. The paragraph in question is the top paragraph of page 5.

The agency, Daniel T. Clancey's recommendation in response to this protest was to deny the protest as both A and C are incorrect statements. Response A is incorrect because when the fire Chief or Assistant Chiefs respond to an alarm, they may assume command, not shall assume command. They may decide it is not necessary for them to assume command. Response C is incorrect because they shall cause all occupants in burning or adjoining premises to be removed from their structures only when they are in command at the fire, not when they merely respond. Response B is the correct answer.

Captain Graf explained that he understands now and would withdraw his protest on that question.

It was moved by Zezena and seconded by Yost to approve the recommendation from Daniel T. Clancey and deny the protest.

MOTION CARRIED

Assistant Fire Chief's exam question 148 was read. The protest read to remove question from exam based on the listed correct answer indicates that both of the Assistant Chiefs are the second highest ranking and commanding officers and assume command in the Chief's absence. The

more senior of the two Assistant Chiefs is actually the second in command. In the absence of the more senior Assistant Chief, the remaining Assistant Chief will assume command of the Department. Due to poor wording of the question, it is not clear what the question is actually asking. Only one Chief has responsibility for the role of Fire Chief at any given time.

The agency, Daniel T. Clancey explained that the Fire Department's Standard Operating Policies and Procedures indicates under both job descriptions for each Assistant Fire Chief that the Assistant Fire Chief is the second highest ranking and commanding officer of the North Ridgeville Fire Department who assumes the responsibility of the Fire Chief in his/her absence. It does not specify that the Senior Assistant Fire Chief will assume the responsibility of the Fire Chief. However, they do recommend the Commission grant the protest based on the request from the protester.

It was moved by Zezena and seconded by Yost to approve the recommendation from Daniel T. Clancey to grant the protest and remove the question.

MOTION CARRIED

A question was raised by Assistant Fire Chief Reese asking when the tests would be graded. It was explained that the agency will be called first thing in the morning to inform them of the decision from the Commission regarding the protests and to proceed with the grading. The grades should be out no later than this Friday.

A long discussion was held regarding the timeframe it takes to begin the testing process and to receive grades. It was explained that most of the test takers are very unhappy that they have to wait this long for their grades. It was explained that the Commission meets once a month and the Fire Department requested that the promotional exams be scheduled on the date it was given. Consideration was not given to the protest period and the date the Commission meeting was to take place, so there was a two week window between protests and the date the Commission met.

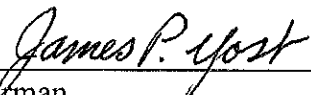
It was explained that the Assessment Center Exams will take place in December due to the holiday in November.

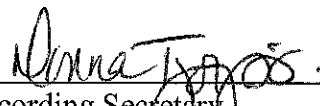
Chairman Yost asked if there was any other business.

It was moved by Zezena and seconded by Yost to adjourn the meeting.

MOTION CARRIED

Meeting adjourned at 7:05 P.M.


Chairman


Recording Secretary

November 20, 2012
Date Approved