



Civil Service Commission
CITY HALL COUNCIL CHAMBERS
REGULAR AGENDA OF APRIL 22, 2024
5:00 PM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Meeting Minutes of March 25, 2024
(Action by Civil Service)

REPORTS

Status update for Police & Fire Entrance Examinations

UNFINISHED BUSINESS

NEW BUSINESS

An Oath of Office for Patrolman Kevin Barber dated Friday, April 19, 2024.
(Action by Civil Service)

Re-certify the Police Patrolman Class D Entrance Eligibility list due to patrolman appointment.
(Action by Civil Service)

Certification of payroll by Civil Service Commission (Per Rule I, Section 3).
(Action by Civil Service)

Police Sergeant Promotional Examination candidate participation.
(Action by Civil Service)

Rule VIII, Appointments of Police and Fire Personnel, Section 1, Number of names to be certified; appointment from other appropriate lists.
(Action by Civil Service)

Review of protests to the Police Sergeant, Lieutenant and Captain Promotional written exams.

(Action by Civil Service)

ADJOURNMENT

- The next Civil Service Commission regular meeting is scheduled for 5:00 PM on May 20, 2024.

NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF THE
REGULAR MEETING – MONDAY, APRIL 22, 2024

CALL TO ORDER:

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

ROLL CALL:

Present were Secretary Amie Espinosa-Gonzalez, Vice-Chairman Sam Spann and Chairman Donald Schiffbauer. Also present were Assistant Law Director Toni Morgan and Deputy Clerk of Council Tina Wieber.

APPROVAL OF MINUTES:

Regular Meeting Minutes of March 25, 2024

Chairman Schiffbauer asked if the Commission had any questions or revisions regarding the regular meeting minutes of March 25, 2024.

None were given.

Moved by Schiffbauer and seconded by Spann to approve the regular meeting minutes March 4, 2024.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

REPORTS:

Status update for Police & Fire Entrance Examinations

Deputy Clerk of Council Wieber discussed the number of candidates that had applied for both the Police and Fire examinations and were scheduled to take the examination. She added that the application period would end on May 27th. She talked about the advertising sites and newspapers that the job postings were listed in as well.

Chairman Schiffbauer commented that he hoped the number continued to grow prior to May 27th.

UNFINISHED BUSINESS:

NEW BUSINESS:

An Oath of Office for Patrolman Kevin Barber dated Friday, April 19, 2024.

Chairman Schiffbauer stated that the Commission had received the Oath of Office for Patrolman Kevin Barber dated Friday, April 19, 2024 and congratulated him and his family.

Re-certify the Police Patrolman Class D Entrance Eligibility list due to patrolman appointment.

Chairman Schiffbauer stated that the Commission had received a copy of that list and that due to the appointment of the patrolman, the Commission would need to re-certify the Police Patrolman Class D Entrance Eligibility list.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to approve the Police Patrolman Class D Entrance Eligibility list.

A voice vote was taken and the motion carried.

NORTH RIDGEVILLE CIVIL SERVICE COMMISSIONPAGE 2
REGULAR MEETING – MONDAY, MARCH 25, 2024

Yes – 3 No – 0

Certification of payroll by Civil Service Commission (Per Rule I, Section 3).

Chairman Schiffbauer stated that due to the appointment of Patrolman Kevin Barber, the Commission would need to certify payroll. He discussed that the Commission had had a chance to review the list and asked if there were any questions.

None were given.

Moved by Schiffbauer and seconded by Spann to certify payroll list.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Police Sergeant Promotional Examination candidate participation.

Chairman Schiffbauer commented to Vice-Chairman Spann that if he had read the minutes, he saw that they had a candidate that did not submit the necessary documentation prior to the deadline date and at that time, the Administration decided that they would leave it up to the Civil Service Commission to make the decision on whether or not the applicant was eligible to take the exam. He asked Deputy Clerk of Council Wieber if he was correct that she had not received confirmation that the candidate wanted to take the exam prior to the March 1st deadline.

Deputy Clerk of Council Wieber stated that that was correct.

Chairman Schiffbauer explained that at the last meeting they had taken a vote, which was one yea and one nay, so they decided to table it to the current meeting. He stated that the Commission had received information regarding Rule I, Administration, from the Civil Service Rules. He then read the rule. He explained that the Commission also had before them a copy of the communication that was sent to all participants for the testing process dated February 2. He discussed that in all caps it stated, "Please notify this office no later than 4 PM, Friday, March 1, 2024, of your acceptance or rejection to participate in the examination process, using the enclosed form. A response must be received and failure to respond will be considered a negative reply". He then talked about the next page being the promotional examination response form, which required a response due by 4 PM, Friday, March 1, 2024, and that the applicant could either accept or decline. He added that again, in Rule 5, of the Civil Service Rules, the last sentence stated, "Failure to respond to the notice, will be considered a negative reply". He then asked if there was any discussion from the Commission.

Vice-Chairman Spann asked if they were split on their vote.

Chairman Schiffbauer explained that they were at that meeting, but having had the rules before him, and the clear notification that was provided to all recipients that were potentially taking the test.

Moved by Schiffbauer and seconded by Spann to uphold the ineligibility due to the officer not submitting the response form during the required timeframe.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Rule VIII, Appointments of Police and Fire Personnel, Section 1, Number of names to be certified; appointment from other appropriate lists.

NORTH RIDGEVILLE CIVIL SERVICE COMMISSIONPAGE 3
REGULAR MEETING – MONDAY, MARCH 25, 2024

Moved by Schiffbauer and seconded by Spann to certify payroll.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Review of protests to the Police Sergeant, Lieutenant and Captain Promotional written exams.

Lieutenant's Examination, Question No. 47

Chairman Schiffbauer read the examination question along with the correct answer. He then read the candidate's protest reason and the testing company's response.

Moved by Spann and seconded by Espinosa-Gonzalez to grant the protest and remove the question from the Lieutenant's examination.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Sergeant's Examination Question No. 5

Chairman Schiffbauer read the examination question along with the correct answer. He then read the candidate's protest reason and the testing company's response.

Moved by Spann and seconded by Espinosa-Gonzalez to deny the protest.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Sergeant's Examination Question No. 9

Chairman Schiffbauer read the examination question along with the correct answer. He then read the candidate's protest reason and the testing company's response.

Moved by Spann and seconded by Espinosa-Gonzalez to deny the protest.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Sergeant's Examination Question No. 53

Chairman Schiffbauer read the examination question along with the correct answer. He then read the three candidates' protest reason and the testing company's response.

Moved by Spann and seconded by Espinosa-Gonzalez to deny the protest.

NORTH RIDGEVILLE CIVIL SERVICE COMMISSIONPAGE 4
REGULAR MEETING – MONDAY, MARCH 25, 2024

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Sergeant's Examination Question No. 65

Chairman Schiffbauer read the examination question along with the correct answer. He then read the candidate's protest reason and the testing company's response.

Moved by Spann and seconded by Espinosa-Gonzalez to deny the protest.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

Sergeant's Examination Question No. 73

Chairman Schiffbauer read the examination question along with the correct answer. He then read the candidate's protest reason and the testing company's response.

Moved by Spann and seconded by Espinosa-Gonzalez to deny the protest.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

ADJOURNMENT:

Moved by Spann and seconded by Espinosa-Gonzalez to deny the protest.

A voice vote was taken and the motion carried.

Yes – 3 No – 0

The meeting reconvened at 5:20 PM.

Moved by Schiffbauer and seconded by Espinosa-Gonzalez to table the inclusion or exclusion of Officer Vazquez testing until the next regular meeting.

The meeting was adjourned at 5:26 PM.

Donald Schiffbauer
Chairman

Tina Wieber
Deputy Clerk of Council, Recording Secretary

NORTH RIDGEVILLE CIVIL SERVICE COMMISSIONPAGE 5
REGULAR MEETING – MONDAY, MARCH 25, 2024

Monday, May 20, 2024

Date Approved



NORTH RIDGEVILLE POLICE DEPARTMENT

Oath of Office

State of Ohio

SS

Lorain County

I, Kevin Barber, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, the City Charter and all the laws of the City of North Ridgeville, Ohio and I will faithfully, honestly, and impartially discharge the duties of the office of Patrolman of the City of North Ridgeville, Lorain County, Ohio to the best of my ability as I shall answer unto God.

A handwritten signature in blue ink, appearing to read "Kevin Barber", written over a horizontal line.

Kevin Barber

Sworn to before me and subscribed in my presence this 19th day of April, 2024.

A handwritten signature in blue ink, appearing to read "Kevin Corcoran", written over a horizontal line.

Mayor Kevin Corcoran

A handwritten signature in blue ink, appearing to read "Mike Freeman", written over a horizontal line.

Chief of Police Mike Freeman

cc: Kevin Barber
✓ Civil Service
Personnel File
Finance Dept.

Current Position	Application Submitted		Name		Address				Agility		Written			Extra Credit			OPOTA	Total
	#	Date	Last	First	Street	City	State	Zip	ID Number	Score	ID Number	# Correct	% Correct	Education	Military	Total Extra Credit		
In	Submitted #	Submitted Date	Last Name	First Name	Address Street	Address City	Address State	Address Zip	Agility ID Number	Agility Score	Written ID Number	Written # Correct	Written % Correct	Education Points	Military Points	Extra Credit Total	Column3	Score Total
1	6	6/26/2023	Duncan	Terrance	9621 Fernwood Dr. Apt 267	Olmsted Falls	OH	44138	112	12	N/A	82	81.29%	0	12.3	14.3	2	108.3
2	10	8/2/2023	Bakos	Garrett	6000 Jaycox Rd, Apt 214	North Ridgeville	OH	44039	108	15	N/A	83	82.76%	5	0	5	0	103
3	2	6/6/2023	Zimmerman	Scott	3140 Center Rd	Avon	OH	44011	100	16	N/A	83	82.48%	0	0	0	0	99
5	7	7/2/2023	Dascani	Nicholas	373 Beech Street	Berea	OH	44107	103	17	N/A	72	71.03%	5	0	5	0	94
6	4	6/15/2023	Stolarski	Chris	1264 Marks Rd, Unit F	Valley City	OH	44280	111	16	N/A	74	73.95%	0	0	2	2	92
7	5	6/19/2023	Byczek	Joseph	20506 Williamsburg Ct	Middleburg Heights	OH	44130	101	19	N/A	73	72.55%	0	0	0	0	90
8	9	7/22/2023	Destrampe	Steven	5572 Pleasant St	North Ridgeville	OH	44039	104	10	N/A	71	70.64%	0	0	0	0	81

I, Donald Schiffbauer, Chairman, acknowledge this list to be an accurate certified list as declared by the Civil Service Commission on April 22, 2024.

Donald Schiffbauer, Chairman

Date



CIVIL SERVICE PAYROLL CERTIFICATION

The following listed individuals are currently Civil Service Personnel whose payroll is certified for purposes of compliance with ORC 9.41.

ABT, VINCENT E.	GERBASI, GABRIEL D.	PORTILLO, ISRAEL
ACKERMAN, RUDY J.	GORSKI, MATTHEW T.	ROBERTS, BENJAMIN S.
ACORD, STEVEN D.	GRADISEK, GRANT E.	ROGERS, DANIEL J.
ADAMS, BRIAN J.	JONES, RYAN P.	ROTH, JOSEPH M.
BARENS, BRIAN J.	JULIO, JACOB R.	SABO, COREY M.
BEMENT, JOSHUA A.	KATTLER, DUSTIN D.	SCHMIDT, KYLE A.
BUESCHER, BRAD D.	KENNEY, RICHARD R.	SHEAR, ALEXANDER H.
CALLICOAT, CHARLES O.	KJAER, BRANDON M.	SIEBENECK, CHAD M.
CAMPBELL, KORY J.	KNOWLTON, RICHARD A.	SILVI, JUSTIN J.
CARBONE, MARK A.	KUDUZOVIC, DAMIR	SMITH, LUKE J.
CASTLE, ANDREW N.	KUDUZOVIC, KELSEY L.	SOURIS, CONSTANTINE J.
CHASE, GARY A.	LEE, ANTHONY W.	STEARNS, KOREY J.
CHASKO, CLINTON J.	LOGAN, BRIAN R.	STRAHINIC, KIRT A.
CHROSNIAK, JASON P.	MACY, VINCENT M.	TANZILLI, NOAH E.
COMINSKY, MARK D.	MASON, JEREMY D.	TOLVAY, KERRI A.
COOK, STEPHEN B.	MCGRAW, JOHN J.	TORRES, KIMBERLY N.
CRAWFORD, ALLEN S. II	METZO, JOHN L. IV	TRAMPUSH, FRANK S.
CROSS, CALVIN S.	MOBLEY, JASON M.	TRYBUS, NATHAN A.
DIETZ, RICHARD P.	MUNDELL, BRANDON N.	VAZQUEZ, OMAR
DOWNING, MATTHEW R.	NEFF, AARON A.	WARNER, CHAD C.
EBERLING, COLT M.	ODY, CHRISTOPHER S.	WEST, PATRICK J.
ERLENBACH, CHRISTOPHER M.	PARKER, BRADLY D.	WILKSHIRE, IAN H.
FEDERAN, CHRISTOPHER J.	PETEK, GREGORY D.	WILLIAMS, MICHAEL B.
FOSTER, WILLIAM H. IV	PHILLIPS, KEVIN G.	YOUNG, RANDALL S.
GASPARINI, MICHAEL J.	POCOS, KEVIN L.	ZINGALE, JOHN J.

The signature of Civil Service Commission member below shall certify that each person listed above has been appointed and is employed pursuant to Ohio Revised Code Chapter 124.

This form shall be updated and re-certified any time the list changes.

(Name)

(Date)

FINANCE DEPARTMENT

7307 Avon Belden Road
North Ridgeville, OH 44039

(440) 353-0852
nridgeville.org

Rule VIII, Section 1, *Number of names to be certified; appointment from other appropriate lists, after second paragraph.*

Currently second paragraph states:

In the event that an eligible list becomes exhausted, through inadvertence or otherwise, and until a new list can be created, or when no eligible list for such position exists, names may be certified from eligible lists which the Commission determines to be most appropriate for the group or class in which the position to be filled is classified. In the event the list of the top ten (10) candidates which has been certified by the Commission for appointment from the eligible list at any time falls to a number of less than ten (10) candidates due to unavailability, disqualification or appointment of candidates, the Commission may certify in order of rank on the eligible list the number of candidates necessary to replenish the list from which appointment shall be made to ten (10) candidates.

Proposed added language after second paragraph:

In the event the promotional list of the top three (3) candidates which has been certified by the Commission for appointment from the eligible list at any time falls to a number of less than (3) candidates due to unavailability, disqualification or appointment of candidates, the Commission may certify in order of rank on the eligible list the number of candidates necessary to replenish the list from which appointment shall be made to three (3) candidates.

Donald Schiffbauer, Chairman

Sam Spann, Vice-Chairman

Amie Espinosa-Gonzalez, Secretary