

**NORTH RIDGEVILLE CIVIL SERVICE COMMISSION
MINUTES OF
REGULAR MEETING SEPTEMBER 18, 2012**

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

Roll Call: Present were Members Russ Friedrich, Dan Zezena and Chairman Jim Yost.
Also present were Police Chief Mike Freeman and Recording Secretary Donna Tjotjos.

Minutes:

Chairman Yost stated that the first item on the agenda is the minutes of July 17, 2012. He entertained a motion.

It was moved by Friedrich and seconded by Zezena to approve the minutes of July 17, 2012.

MOTION CARRIED

Recording Secretary asked the Chairman if the Commission would allow for the report section and unfinished business to be moved after new business in order that Police Chief Freeman could be heard.

New Business:

1). A memorandum received from Police Chief Freeman regarding the current Patrolman Class C Eligibility List and requesting that a new one be completed in the early part of 2013 instead of waiting until the date the list expired.

Police Chief Freeman explained that he will have a member of his staff retiring soon, two members of his staff have taken positions in Avon and one will be taking a position in Westlake by the beginning of the year. He explained that the current eligibility list started off with 36 candidates. They are down to number 26 on the list. He requested the Commission to consider exhausting this current list and creating a new one prior to the expiration date of May, 2013. He reiterated that he will need two for sure and five possible new Patrolmen.

A lengthy discussion was held regarding the list and the concern of the remaining candidates.

Chairman Yost stated that if the Commission does consider his request, then he recommends that the Police Chief do his due diligence to try and work with the current list.

A lengthy discussion was held regarding funding with the resolve being that the examination costs could be made part of temporary appropriations for 2013 as long as the Auditor's office is given ample notice of the estimated expenditures.

A brief discussion was held regarding the weight of the examinations and the written portion of the exam not being as significant as the agility portion of the exam as some candidates are great test takers and others are not.

A brief discussion was held regarding the decline in number of applications being received for the patrolman position. It was noted that a local city had to cancel their patrolman exam because of the lack of applications received.

Chairman Yost addressed Police Chief Freeman and asked how soon he would need a list in 2013.

Police Chief Freeman stated no later than end of February. He explained that he would be willing to locate an indoor facility to hold the agility testing so that the candidates would not have to do the agility in the freezing cold weather.

It was moved by Friedrich and seconded by Zezena to look into holding the Patrolman Entrance Examination as soon as possible.

MOTION CARRIED

Recording Secretary stated that quotes for advertisements and notices can be provided to the Commission no later than their November meeting.

Chairman Yost addressed Police Chief Freeman and reiterated that he needs to see what he can do with the list he has as well. He asked if there was a minimum test score that he is looking at.

Police Chief Freeman stated the test score is not necessarily all they look at as he gave an example of a candidate who graduated college with honors who scored low on his test. He stated some cities are actually requiring their applicants to have an Associate Degree or Bachelors Degree. He spoke about what it takes to be a good Patrolman. He concluded by thanking the members of the Commission for their time.

Chairman Yost moved the meeting on to the letter received by Law Director Crites.

2). A memorandum received from Law Director Andrew Crites in response to Civil Service Commission's request in regard to certified lists and recommendations to amend the Rules and Regulations were submitted.

It was explained that during the last meeting Civil Service Commission requested an opinion on what actually need to be certified; the entire list or just the top ten names. Law Director Crites' response explains that the entire list should be posted, but the only list that needs to be certified to the appointing authorities is the top ten on the eligibility list. Once those top ten names have been exhausted then the Commission may certify another name or the next ten. He provided the section in the Rules and Regulations and made recommendations to amend that section.

It was moved by Friedrich and seconded by Yost to approve the recommendations and request language to be amended to their Rules and Regulations

MOTION CARRIED

Reports:

A lengthy discussion was held regarding the information brought back from the Civil Service Law Seminar. Explanations were provided regarding the numerous changes that have been made since 2007 to the Ohio Revised Code affecting Civil Service Law where most cities are hiring outside law firms to come in and amend their Civil Service Rules and Regulations. One section cited was the repeal on the ability to review and protest examinations and answer keys to exams. This house bill was passed in 2007. There are some cities that still allow for the protest period to review the exam and answer key as they are chartered cities. However, there are other chartered cities that have removed that ability to review the test based on the fact that the test is proprietary and should not be reviewed once it has been taken as agencies are claiming that it takes away the credibility of the test.

A discussion was held regarding the section amended to allow veterans the preference in regards to a tie score.

It was moved by Friedrich and seconded by Zezena to amend the Rules and Regulations in order that the veteran's receive priority ranking on an eligibility list if there is a tie score.

MOTION CARRIED

It was reported that there were two candidates who took the Fire Chief exam today and nine Fire Fighters took the Lieutenant's test. Yesterday, two candidates took the Assistant Fire Chief's exam and three candidates took the Captain's exam. Overall the examinations went well.

A lengthy discussion was held regarding the protest period. Member Zezena asked if and when we receive protests, could the members have them emailed to them along with the material the question came from. Recording Secretary explained that she could provide the protest information via email and will phone Chairman Yost. However, some of the study materials are not available to us. Chairman Yost explained that many of the protests are responded to by the testing agency and their response is considered by the Commission at their next meeting.

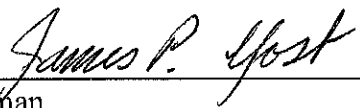
Member Friedrich explained that he will not be in attendance for the next meeting scheduled in October.

Chairman Yost asked if there was any other business.

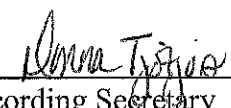
It was moved by Friedrich and seconded by Zezena to adjourn the meeting.

MOTION CARRIED

Meeting adjourned at 7:30 P.M.



Chairman



Recording Secretary

October 16, 2012

Date Approved