

DRAFT
MINUTES OF THE CIVIL SERVICE COMMISSION MEETING
Main Conference Room - Mayfield Village, Ohio
Wednesday, April 22, 2015 – 5:00 p.m.

The Civil Service Commission met on Wednesday, April 22, 2015, in the Main Conference Room at the Mayfield Village Civic Center. Chair Bodnar called the meeting to order at 5:00 p.m.

Present: Mrs. Bodnar, Mr. DeBaggis and Mr. Bucci

Absent: None

Also Present: Chief Carcioppolo, Chief Edelman, Ms. Wolgamuth
and Mrs. Betsa

Approval of Minutes of March 23, 2015

. Motion to approve Minutes of Meeting of March 23, 2015

Mr. DeBaggis, seconded by Mr. Bucci, made a motion to approve the Minutes of the Meeting of March 23, 2015.

Chair Bodnar asked, any questions or discussion? There were none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Minutes Approved as Written

Police Department Update

Chief Edelman reported, I wanted to advise the Commission that I have a Sergeant who is retiring next January. I will be asking the Commission to approve a Sergeant's promotional examination. I will be meeting with some of the vendors who offer the tests in the next couple weeks. Hopefully very soon I will have a better idea of the cost and the direction I want to go as far as the company.

Chair Bodnar asked, how many people do we have eligible to take that test?

Chief Edelman replied, 13.

Mr. DeBaggis asked, what would be a good time to give the test?

Chief Edelman replied, preferably mid to end of summer, August maybe.

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Mr. Bucci asked, does the same company that tests for sergeants also do tests for patrolmen?

Chief Edelman replied, that's one of the companies I will be interviewing. There are a number of different testing companies.

Mr. Bucci asked, is it prudent to get prices for both?

Chief Edelman replied, I have an active list.

Chair Bodnar asked, any other questions? There were none.

Fire Department Update

- Promotional Examination

Chief Carcioppolo stated, Council approved the expenditure for the written and assessment center last evening. The Ohio Fire Chiefs' Association has two separate bills because they are two separate divisions. The assessment center is \$5,900 for up to 6 candidates and \$4,900 for up to 3 candidates. The written test is \$1,500 plus \$20 per applicant and \$5.00 for questions derived out of our local policies and procedures.

Chief Carcioppolo stated, Mary Beth prepared the Notice of Promotional Examination. Once approved by the Commission, this will go out tomorrow.

Chair Bodnar stated, you indicated that this has already been reviewed and accepted by Dave Matty and Diane Garrett?

Mrs. Betsa replied, yes. They made a few minor revisions and approved the Notice.

Chair Bodnar asked, what we have in our packet reflects the change?

Mrs. Betsa replied yes. They also asked whether or not there will be a charge for the examination. The charge has been included.

Chief Carcioppolo stated, it has been \$1.00 in the past.

Chair Bodnar asked, any questions or comments on the notice?

Chief Carcioppolo stated, under study materials, number 5, it says "The Current Mayfield Village Fire Department Rules and Regulations and Standard Operating Procedures". I might just want to change it to "all" operating procedures instead of "standard" operating procedures.

Chair Bodnar asked, is there a difference?

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Chief Carcioppolo stated, we have administrative operating procedures, emergency operating procedures, standard operating procedures. I think if we just write "all" that would be better to encompass all of them.

Chair Bodnar asked, any other comments on the notice?

Mrs. Betsa asked, what is the application deadline?

Chief Carcioppolo replied, it's up to the Commission to set it, maybe a week or two?

Mr. Bucci asked, when is the test?

Chief Carcioppolo replied, June 30th.

Mr. Bucci asked, how far in advance would you need?

Chief Carcioppolo replied, we can give them a week or two. Once this goes out, they are going to know what the study materials are. We have one set of the books. They all have the operating procedures and rules and regulations. I guess it's a big decision for them to make to give them a week or two to sit on it and apply it.

Mr. Bucci asked, once we approve it tonight, when will you put it out there?

Chief Carcioppolo replied, tomorrow.

Chair Bodnar asked, so do you think more than a week or two? If we give them through mid-May would that be good or do you want to keep the applications open until closer to the test time?

Chief Carcioppolo replied, I don't think you need to do that. It's always been a week or two, right Mary Beth? They can start studying as soon as they see this, because they know what the study materials are.

Mr. Bucci asked, do you want to make it Friday, May 8th?

Chief Carcioppolo replied, I don't care. That's fine with me. Is that okay?

Mr. DeBaggis replied, sounds good to me.

Chair Bodnar asked, any other comments on the notice?

Mrs. Betsa asked, after the written is administered and the results are received, they will not be sent out until after assessments?

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Chief Carcioppolo stated, they needed to approve the percentage, didn't they?

Mrs. Betsa replied, right. But even if the candidate has not passed, they will not know. You want them to go through the assessment no matter what?

Chief Carcioppolo replied, that's best for everyone. That's how the Ohio Fire Chiefs wanted it to be. They wanted them to go through the entire process first. Does that make sense?

Mrs. Betsa replied, Ohio Fire Chiefs will send you the written scores. Those scores would not be sent out, even if the candidate has not passed, so that they can experience the assessment. That's your choice.

Chief Carcioppolo agreed. It's a good experience for them to go through. The Assessment Center will tell them their flaws or weaknesses or where they can improve professionally.

Chair Bodnar asked, all we are requiring of these applicants is the one-page application on the third page? It's not necessary for them to provide all the things a new firefighter would need to provide?

Chief Carcioppolo replied, no. They already meet that requirement.

Chair Bodnar asked, we have all those records on them so they are up to speed?

Mrs. Betsa asked, if a candidate first started with an Associate's Degree but now they have a Master's Degree, do you have that information so they can receive the percentage?

Chief Carcioppolo replied, I know what everyone eligible has for a field-related degree. I think there's only one person who actually meets that requirement.

Mr. Bucci asked, can you include the requirement that all paperwork should be submitted with the application?

Chief Carcioppolo replied, you could if you want.

Chair Bodnar asked, has it already been submitted to you?

Chief Carcioppolo replied, yes. I already have it on record.

Mr. Bucci stated, when they started. If someone received an advanced degree later on it may not be on file.

Chief Carcioppolo replied, yes. For a field-related degree they receive compensation.

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Chair Bodnar stated, so as soon as they get that extra degree, they are going to let you know because it goes in the paycheck.

Mr. Bucci asked, what is the deadline?

Chair Bodnar replied, Friday, May 8, 2015. Any more comments?

Mr. Bucci asked, about the percentages.

Chief Carcioppolo replied, if the packet is approved, the percentages are approved.

- **Motion to approve the notice of the promotional exam for Fire Lieutenant dated April 23, 2015 amended to state Friday May 8, 2015 as the application deadline and further under study materials to amend number 5 to eliminate the word standard in front of operating procedures and change it to “all”**

Chair Bodnar, seconded by Mr. DeBaggis, made a motion to approve the notice of the promotional exam for Fire Lieutenant dated April 23, 2015 amended to stated Friday May 8, 2015 as the application deadline and further under study materials to amend number 5 to eliminate the word “standard” in front of operating procedures and change it to “all”.

Chair Bodnar asked, any questions or discussion? There were none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Notice Approved

- **Motion to approve the promotional exam for Fire Lieutenant in Mayfield Village according to the terms set forth in the April 23, 2015 Notice of Promotional Examination as amended and earlier voted upon, including the scope of the test which indicates the written examination would be 50% of the score, the assessment center would be 50% of the score and would include all the other terms and conditions listed on the notice.**

Chair Bodnar, seconded by Mr. Bucci, made a motion to approve the promotional exam for Fire Lieutenant in Mayfield Village according to the terms set forth in the April 23, 2015 Notice of Promotional Examination as amended and earlier voted upon, including the scope of the test which indicates the written examination would be 50% of the score, the assessment center would be 50% of the score and would include all the other terms and conditions listed on the notice.

Chair Bodnar asked, any questions or discussion? There were none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Promotional Exam Approved

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ANY OTHER MATTERS

Chair Bodnar asked if there were any other matters. We were discussing prior to the meeting talking to Dave Matty to see if we can streamline a part of this process at all. At the beginning when we need to approve something and lay the groundwork, that would take a meeting, but maybe there's a way we can do it in the nature of an action by written consent. For smaller things where there's not a lot on the table that we don't all have to be here.

Mr. Bucci added, the substance of tonight's meeting was this notice and realistically we could have had the notice in advance and reviewed the minor changes made and set the date. That's all we were really doing.

Mrs. Betsa stated, the only snag you may have run through today was you had a couple of motions to consider and vote on.

Mr. Bucci agreed. But the same document could have been brought at the last meeting and the motions could have been passed then.

Chair Bodnar stated, check to see if there's a way we can consolidate and do more up front in advance to approve subject to filling in the dates.

ADJOURNMENT

There being no further matters, Mr. DeBaggis, seconded by Chair Bodnar, made a motion to adjourn the meeting. The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Mary E. Betsa, Secretary
Civil Service Commission