

**DRAFT**  
**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**Main Conference Room-Mayfield Village Civic Center**  
**6622 Wilson Mills Road, Mayfield Village, Ohio**  
**Wednesday, March 11, 2020 – 5:00 p.m.**

The Civil Service Commission met on Wednesday, March 11, 2020 in the Main Conference Room at the Mayfield Village Civic Center. Chairman DeBaggis called the meeting to order at 5:00 p.m.

Present:           Mr. DeBaggis  
                      Mr. Bucci  
                      Mr. Tarkowsky

Also Present:     Chief Carcioppolo  
                      Mr. Meyers

Absent:           None

**ORGANIZATIONAL**

-     **Election of Chairman**

- **Motion to nominate and elect Henry DeBaggis as Chairman of the Civil Service Commission for 2020.**

Mr. Bucci, seconded by Mr. Tarkowsky, made a motion to nominate and elect Henry DeBaggis as Chairman of the Civil Service Commission for 2020.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Henry DeBaggis Elected as Chairman for 2020

-     **Election of Vice-Chairman**

- **Motion to nominate and elect Mike Bucci as Vice-Chairman of the Civil Service Commission for 2020.**

Mr. Tarkowsky, seconded by Chairman DeBaggis, made a motion to nominate and elect Mike Bucci as Vice-Chairman of the Civil Service Commission for 2020.

Chairman DeBaggis asked, any discussion?

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There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Mike Bucci Elected as Vice-Chairman for 2020

**Approval of Minutes of Meeting of December 19, 2019**

Mr. DeBaggis, seconded by Mr. Bucci, moved to approve the Minutes of the Meeting of December 19, 2019.

Chairman DeBaggis asked, any discussion? I will only point out in the Minutes, Chief, we had some discussion the other day about extending the promotional eligibility list for Fire Department. During the meeting of December 19<sup>th</sup>, we extended it from January 5, 2020 to July 5, 2020.

Chief Carcioppolo asked, for the promotional, not the entry level?

Chairman DeBaggis stated, right, which is what we are going to talk about later. Any further questions?

There were none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	December 19, 2019 Minutes Approved As Written

**Approval of Minutes of Meeting of December 23, 2019**

Mr. DeBaggis, seconded by Mr. Tarkowsky, moved to approve the Minutes of the Meeting of December 23, 2019.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	December 23, 2019 Minutes Approved As Written

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. **Charter Review Commission**

- **Article V, Section 6, Civil Service Commission**

Chairman DeBaggis reported, I attended the Charter Review Commission meeting on Monday. Al was there. Chief Carcioppolo and Chief Matias were there too. In your materials you have the Charter Review proposal regarding Article V, Section 6(E), paragraph 1 (a copy of which is attached to these Minutes) of the language. Both Chiefs were in agreement with the proposed revisions. The proposal is highlighted. We added "Assistant Fire Chief" and the language "supervisory ranks". Chief, do you want to explain to the Commission exactly what the intent was with this?

Chief Carcioppolo stated, the Assistant Chief position wasn't in existence the last time Charter Review met. Also, the last Charter Review Commission proposed a change to Section 6, of "ranks". Somehow between Council voting on the language and it getting to the Board of Elections, the "s" was removed from "ranks". With it being only singular right now, it basically potentially excludes people before the Commission had the ability to go on the outside.

Chairman DeBaggis stated, and this proposal was accepted by Charter Review Commission. Once the proposed revision goes to the voters and is passed, our Rules will need to be revised to conform with the language of the Charter.

. **Fire Department Update**

- **Discussion of Regional Examination for Firefighter/Paramedic**

Chairman DeBaggis asked, Chief, do you want to update the Commission on this?

Chief Carcioppolo stated, basically this is the Regional Fire Test that's out right now that the other communities are being involved with. We have to make a decision if we want to take part in this. If not, we can continue with doing a test on our own. It's kind of at the end of the wire to get in on the test. I thought the Commission had renewed the entry level examination certified list for the last 6 month period, but I guess that didn't happen, so if you guys wanted to renew it for the last 6 months, you would be able to do that if you waive the rules and said we are just going to renew it for the last 6 months.

Chairman DeBaggis asked, so currently you don't have a list? It's an expired list?

Chief Carcioppolo replied, right.

Chairman DeBaggis asked, and when did it expire?

Mrs. Betsa replied, February 21, 2020.

Chairman DeBaggis stated, that's just a few weeks ago.

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Chief Carcioppolo replied, yes.

Mr. Tarkowsky asked, is this our last 6-month renewal?

Chief Carcioppolo replied, this would be the last 6-month renewal. The list was never touched. It was never processed at all. It's a clean fresh list. It would be my recommendation to renew it for the 6 months.

Chairman DeBaggis stated, I think it would be in the interest of the public service if we waive the Rules and retroactively extended the eligibility list for 6 months from today.

Chief Carcioppolo asked, would it have to be from the 21<sup>st</sup>?

Chairman DeBaggis replied, from February 21, 2020.

- . **Motion to waive the Rules of the Civil Service Commission and to retroactively extend the eligibility list for Firefighter/Paramedic for an additional 6 months from February 21, 2020 to August 21, 2020.**

Chairman DeBaggis, seconded by Mr. Bucci, made a motion to waive the Rules of the Civil Service Commission and to retroactively extend the eligibility list for Firefighter/Paramedic for an additional 6 months from February 21, 2020 to August 21, 2020.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Rules Waived;
		Eligibility List for
		Firefighter/Paramedic
		Extended from February 21, 2020 to
		August 21, 2020

Mr. Bucci asked, going back to Charter Review, is there anything we need to do with that as far as a motion?

Chairman DeBaggis replied, no.

Mr. Meyers stated, the Charter Review Commission will propose the amendment. The Law Department will draft the proposed language. It will then go to Council for their consideration and then if it is passed, it will go on the ballot.

Mr. Bucci stated, that's fine. I didn't know if they needed us to chime in.

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Chairman DeBaggis stated, down the road. If it passes, the Commission will have to revise their Rules.

Mr. Tarkowsky asked, is there any reason why we included the Assistant Fire Chief and not the Assistant Chief of Police as well?

Chief Carcioppolo replied, they don't have an Assistant Chief of Police.

Mr. Meyers stated, being that this happened in 2017, the last time Charter Review met was in 2015. They meet every 5 years.

Mrs. Betsa stated, I will advise Chairman Fikaris of the Charter Review Commission that the Civil Service Commission is on board.

**Discussion of Regional Examination for Firefighter/Paramedic**

Chairman DeBaggis asked, it is my understanding that the examination is being administered on October 6<sup>th</sup> of this year?

Chief Carcioppolo stated, that's correct. So, if we wanted to be a part of this, we would have to let them know and provide confirmation of our interest in participating.

Chairman DeBaggis stated, I think they need to know by March 15<sup>th</sup>. Isn't that the cut-off date?

Chief Carcioppolo stated, they would need to know by next week, right. We can tell them yes and they would put us into the planning process.

Mr. Bucci asked, you guys would be operating off the same list? Is that how it works?

Chief Carcioppolo replied, yes, and I will answer whatever questions that I might know the answer to, but if not, we are going to have to call and ask.

Mr. Bucci stated, I am just wondering about the logistics. Have the cities already participating run into any problems?

Chief Carcioppolo stated, supposedly everyone who has been involved with this loves it. I have not heard any negative comments about it.

Mr. Meyers asked, what's the cost difference by regionalizing?

Chief Carcioppolo replied, I don't know. It will be cheaper than what we currently pay, but I don't know what the cost would be. That would be a question that we would have to ask.

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Chairman DeBaggis stated, I think there's a meeting next Wednesday at Mayfield Heights with their Civil Service Commission about this. We are invited to go. I am going to try to go. Veronica Gallo is willing to make herself available to talk to us. She was supposed to be here tonight but she said she is available by telephone if we want to talk to her.

Chief Carcioppolo stated, any technical questions, I would say that you should ask her.

Mr. Tarkowsky stated, it seems like each city though would have a different list because you have different points.

Chief Carcioppolo stated, you set different requirements.

Mr. Tarkowsky asked, like some people would be qualified for Highland Heights but not have the qualifications for here, right? Some of them might be excluded.

Chief Carcioppolo replied, right.

Mr. Bucci stated, I am all in for regionalization.

Chairman DeBaggis stated, and from what I've read, it sounds like a good idea. I don't know if we want to call Veronica now and talk to her. Do you have any specific questions or things that we need to discuss with her?

Mr. Bucci asked, there are advantages?

Chief Carcioppolo stated, you can look at it two ways. You get a larger pool of candidates willing to take the test. It's an easier one-stop shop for the guys looking for jobs. More people are going to be interested in taking this because it broadens their horizons and they have more opportunities for jobs because it's spread over five or six communities as opposed to one.

Chairman DeBaggis asked, where would the applicant go to sign up?

Chief Carcioppolo replied, Lyndhurst.

Chairman DeBaggis asked, so they wouldn't come here and say, I am signing up for the exam?

Chief Carcioppolo replied, right. They will be going through Lyndhurst is my understanding.

Chairman DeBaggis asked, and they are okay with that, apparently?

Chief Carcioppolo replied, right.

Mr. Meyers asked, Highland Heights is up to your 41<sup>st</sup> birthday. What's our age limit?

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Chief Carcioppolo replied, our age limit is 31 up to 41 provided the candidate has previous time in the pension system. That's the max age. The minimum age is 18. The max age is 31 provided you have 10 years' experience in the pension system. Because the only way you could get longer than 31 years old is if Council adopted legislation to extend. So when Council adopted that legislation here, which was a mechanism put in place to try to build some succession planning or staggered workforce into our workforce, we extended it from 31 to 41 provided they had 10 years in the pension system so that we could try to build a little bit of tenure into our workforce because we are smaller.

Chairman DeBaggis asked, so there's a master list that all of the municipalities work off of?

Chief Carcioppolo replied, I believe there's a master list. This is my understanding and I don't know for a fact because I haven't actually seen it, but I believe there's one master list and based on your criteria, people are either on the list or they're not on the list. Then you go through that list.

Mr. Bucci stated, but then the scoring would be different based on the extra credit points.

Chief Carcioppolo stated, right. You would get the raw test scores. It would be processed. You make your own list here.

Chairman DeBaggis asked, what if we agreed or put it up for a vote for us to participate and then I could go next week and if it still sounds good based on some details that they give next Wednesday when I go to the meeting, we might not need to have another meeting if we already voted to approve this. If I think there's something drastically wrong with it, we will have another meeting and then undo what we have done.

- **Motion to have the Mayfield Village Civil Service Commission participate in the multi-city examination process with the next exam being October 6, 2020.**

Chairman DeBaggis, seconded by Mr. Bucci, made a motion to have the Mayfield Village Civil Service Commission participate in the multi-city examination process with the next exam being October 6, 2020.

Chairman DeBaggis asked, any discussion?

Mrs. Betsa asked, what is the cost?

Chief Carcioppolo stated, we have Veronica's number, we can call her.

Chairman DeBaggis stated, I am assuming from what you are telling us that it is less than what we are paying to do it individually.

Chief Carcioppolo stated, it should be less than what we are paying.

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Mrs. Betsa placed a call to Veronica.

Mr. Bucci stated, about 5 or 6 participate in the cost.

Mr. Tarkowsky stated, it's in the Village anyway. They are doing it at the Hilton Garden Inn. Looks like they are charging \$60 which is more than what we charge.

Chairman DeBaggis asked, for what, the application submission?

Mr. Tarkowsky stated, yes. We charge \$25. They are paying more because there are 6 communities.

Chairman DeBaggis asked, is the \$60 kept by the Village or is it kept by Lyndhurst?

Chief Carcioppolo stated, it's the participant's fee.

Chairman DeBaggis asked, but where does the \$60 go? Do they divide it up between the communities? Does Lyndhurst keep that?

Chief Carcioppolo stated, it goes toward the expenses.

There was no answer by Veronica when the call was placed to her. Mrs. Betsa will send an e-mail tomorrow morning raising the concerns of the Commission.

Chairman DeBaggis stated, and I will be happy to go to the meeting next week to get more information. In the meantime, it would be more efficient if we just vote on it tonight and then if there's some concerns, maybe we will reconvene.

Mr. Tarkowsky asked, wouldn't we have to plan our own test anyway since our list expires in 6 months?

Chief Carcioppolo replied, we would have to administer our own test, yes.

There was none.

ROLL CALL:           Ayes: All                           Motion Carried  
                          Nays: None

**Any Other Matters**

Chairman DeBaggis reported that Nick Taddeo was selected from the Service Department Entry Level list. Doug Metzung says he is doing a great job. Are there any other matters?

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There were none.

**ADJOURNMENT**

There being no further matters, Mr. Bucci, seconded by Mr. Tarkowsky, made a motion to adjourn the meeting. The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Mary E. Betsa, MMC, Secretary

Charter Review Proposal Re: Article V, Section 6 (E), paragraph 1.

Current Language

The position of Chief of Police and Chief of Fire, when a vacancy occurs, shall be filled by promotion from among persons holding positions in the rank below, providing that there are two or more persons in such next lower rank who are willing to take the examination and are qualified pursuant to standards as determined by the Civil Service Commission. In the event there are not two persons willing to compete for such examination from the next lower supervisory rank, then the Commission has the authority to permit competition for such appointment from the next lower rank, as well as to include competition from qualified individuals outside the Department as determined by the Civil Service Commission. The intent being to provide promotions from supervisory ranks, and to provide flexibility to go outside the department once supervisory ranks are no longer capable of providing 2 qualified and willing candidates.

Proposed Language

The position of Chief of Police, Chief of Fire, and Assistant Chief of Fire, when a vacancy occurs, shall be filled by promotion from among persons holding positions in the supervisory ranks below, providing that there are two or more persons in the supervisory ranks below who are willing to take the examination and are qualified pursuant to standards as determined by the Civil Service Commission. In the event there are not two persons willing and qualified to compete for such examination from the supervisory ranks below, then the Commission has the authority to permit competition for such appointment from the next lower rank (Patrol Officers in the Police Department and Firefighters in the Fire Department), as well as to include competition from qualified individuals outside the Department as determined by the Civil Service Commission. The intent being to provide promotions from supervisory ranks, and to provide flexibility to go outside the department once supervisory ranks are no longer capable of providing two qualified and willing candidates.

Charter Review Proposal Re: Article V, Section 6 (E), paragraph 2.

Current Language

No positions except the Chiefs of each Department, above the rank of patrol officer in the Police Department or firefighter in the Fire Department shall be filled by original appointment. Vacancies in positions above the rank of patrol officer or firefighter shall be filled by promotion from among persons holding positions in a rank lower than the position to be filled in the respective department. Promotion shall be by successive ranks so far as practicable. No person in either the Police Department or the Fire Department shall be eligible to take an examination for promotion to a position in a higher rank unless the person has served at least twenty-four (24) months in the next lower rank, provided in those cases where there are less than two persons in such next lower rank who have served twenty-four (24) months, therein and are willing to take the examination, the twenty-four (24) month service requirement shall not apply. If the non-application of the twenty-four (24) month service requirement to persons in the next lower rank does not produce two (2) persons eligible and willing to compete, then the same method shall be followed by going to successively lower ranks until two (2) or more persons are eligible and willing to compete in an examination for the vacancy. In the event two (2) persons are unwilling to compete for such examination, then the one (1) person who is willing to compete shall be appointed to fill the vacancy after passing a qualifying examination.

Proposed Language

No positions, except ~~the Chiefs of each Department.~~ the position of Chief of Police, Chief of Fire, and Assistant Chief of Fire, above the rank of patrol officer in the Police Department or firefighter in the Fire Department shall be filled by original appointment. Vacancies in positions above the rank of patrol officer or firefighter shall be filled by promotion from among persons holding positions in a rank lower than the position to be filled in the respective department. Promotion shall be by successive ranks so far as practicable. No person in either the Police Department or the Fire Department shall be eligible to take an examination for promotion to a position in a higher rank unless the person has served at least twenty-four (24) months in the next lower rank, provided in those cases where there are less than two persons in such next lower rank who have served twenty-four (24) months, therein and are willing to take the examination, the twenty-four (24) month service requirement shall not apply. If the non-application of the twenty-four (24) month service requirement to persons in the next lower rank does not produce two (2) persons eligible and willing to compete, then the same method shall be followed by going to successively lower ranks until two (2) or more persons are eligible and willing to compete in an examination for the vacancy. In the event two (2) persons are unwilling to compete for such examination, then the one (1) person who is willing to compete shall be appointed to fill the vacancy after passing a qualifying examination.