

Civil Service Commission Minutes

January 12, 2023

Commission Present: Chairman Frank Bova, John Budi, Jim Griffith

Administration Present: Mayor Gallo, Assistant Director O'Malley, Safety Director Heffernan

Guests Included: Chief Matt Bernard, and Civil Service Commission Clerk Barbara Allen

Chairman Bova made a motion to approve the unapproved minutes from December 15, 2022; seconded by Jim Griffith.

Roll Call: Aye: Budi, Griffith, Bova

Minutes Approved

Reports: None at this time

Unfinished Business: None at this time

New Business: Chairman Bova began the discussion by reading item 1 on the agenda; to authorize new entry-level application and testing using (NTN) National Testing Network for the Parma Heights Fire Department.

Mr. Griffith suggested that we give them a six-month window like they did the police department during a previous meeting.

Chief Bernard asked for Rule IV, Section 2 A: reads "Notice of competitive entrance examination shall be via news publication(s), the City's website, and social media accounts, including but not limited to online publicity via National Testing Network (NTN), not less than two (2) weeks prior to such examinations". I am petitioning to the board to eliminate *not less than two (2) weeks prior to such examinations* since we have testing windows now, there is no set test date.

Mr. Bova asked if they can legally make this change? Director O'Malley answered yes.

Mr. Griffith asked without any reproductions we can make this change? Director O'Mally answered no.

Chairman Bova asked the Clerk how quickly can this get published? Clerk Allen responded the first day they could begin testing would be February 3rd because it takes a week to get it into the paper and then needs to run for two weeks.

Chairman Bova asked can notice be done on the social media accounts, online with NTN and the City's website? Chief Bernard said his ad is ready to go, he can have it at Tri-C, and the hospitals in the

morning, NTN can post and start in the morning, the City's Website can be done in the morning and he has contact with minority groups that they have used in the past.

Mr. Griffith said the word examinations is the loophole, as long as word gets out before the last examination, we should be okay. I don't think we need to change it.

Chairman Bova stated that he's comfortable, the Law Departments comfortable. Director O'Malley added Yes. With that I make a motion to authorize by the Mayor the new entry level application testing using NTN effective tomorrow. Seconded by Mr. Budi.

Mr. Griffith added that it should include a window of time. We gave the police a 6-month window, a 5-month window would end at the same time, and then after that it can be a window ending on our quarterly meeting dates.

Chief Bernand added that he plans on having the test end on February 28, 2023.

Chairman Bova make a motion to authorize the new entry level application testing using NTN for the Parma Heights Fire Department effective January 13 to July 13, 2023. Seconded by Mr. Budi.

Roll Call: Aye: Griffith, Bova, Budi

Motion Carries

Chairman Bova asked if there were any further business? Chief Bernard was asked by Chief Scharschmidt to make the following comments on his behalf: He and I appreciate the willingness from the commission to work with them. Chief Scharschmidt plans on running the NTN soon but he is still reviewing the timeline so that things don't go stale. He will keep the board advised on that issue. He's still looking into exam companies, not only Captains and Sargent's, as soon as he has the information on who is the best testing company, he'll report that to the board as well.

Adjournment: Motion to Adjourn by Chairman Bova was made. Seconded by Mr. Budi.

Aye: Bova, Budi, Griffith
Nay: None

We are adjourned at 6:25 p.m.



Frank Bova
Chairman, Civil Service Commission



Barbara Allen
Civil Service Commission Clerk