

**NORTH CANTON CIVIL SERVICE COMMISSION
MEETING MINUTES**

Tuesday, February 23, 2021 – 9:00 a.m.
Conference Room at North Canton City Hall

Transcript of proceedings held before North Canton Civil Service Commission, taken by Secretary Benjamin Young, at the offices of North Canton City Hall, 145 North Main Street, North Canton, Ohio, on Tuesday, the 23rd day of February 2021, at 9:00 a.m.

Present for the meeting were: Commission members Doug Lane and Debra Howard, Secretary Benjamin Young, Mayor Stephan Wilder, and Chief of Fire and EMS John Bacon.

1. Call to Order

Mr. Lane: I call us to order.

Mrs. Howard: I, ... do I second that?

Mr. Lane: No, we don't have a motion.

Mr. Young: No we don't have to.

Mr. Lane: We are called to order at 9:00 am. This is, I believe I am vice-chairman, Lane, and I would like to make a note that chairman Greenwald is unavailable to join us today so it is myself and member Howard.

2. Roll Call of Commission Members

Mr. Lane: So let's do a roll call. Ben?

Mr. Young: Member Howard?

Mrs. Howard: Here.

Mr. Young: Member Lane?

Mr. Lane: Here.

Mr. Young: And member Greenwald is absent. Two present.

3. Approval of Minutes from February 9, 2021

Mr. Lane: Approval of minutes is item number three these are the minutes from our February ninth meeting. Can I have a motion to approve?

Mrs. Howard: So moved.

Mr. Lane: That would be you, Ben.

Mr. Young: Did you second the motion?

Mr. Lane: Yeah, Yeah, well she moved,... or I guess I would second the motion.

Mr. Young: Yeah.

Mr. Lane: Okay, I'm sorry.

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

4. New Business

Mr. Lane: Okay item number four is new business and uh 4a is approval of the fire battalion chief promo exam for April 15 with stipulations. Ben, you want to walk us through that?

Mr. Young: Um yeah, I'll actually, if you will grant me leave, I'll talk about both 4a and 4b together.

Mr. Lane: Yeah, go ahead.

Mr. Young: The stipulations are very similar. I'd like to do both tests on April 15, the battalion chief at 10:00, am and the captain at 12:30 pm. For reference materials for the captain we'd like to do summa health system standing orders, the fire department SOGs, the fire department union contract, and the leadership book selected by the chief which is Five Alarm Leadership that we talked about last time. And then for Battalion Chief, it would be the same reference materials with the addition of the City Charter and City Codified Ordinance Chapter 137 or maybe 135, the codified ordinance chapter on the fire department. For the second stipulation I would like permission to hand-deliver notice of the exam to all current full-time employees who qualify for the exam. For the third stipulation I would request that the registration period be March 1, 2020, to April 9, 2020, or 2021 sorry not 2020, 2021. Fourth, I would like to create a ten-dollar application fee and the hope is that this fee will cover at least the cost of purchasing the reference material and maybe offset some of the protest cost however the vast majority of the testing costs would not be offset by those fees. And then finally the Director of Administration would like permission to either sign up himself or his designee to take the test just so that he sort of understands better what this test was like when he is interviewing the candidates that appear on the eligible list. If you do give permission and, the Director of Administration does choose to register, he would still be required to pay the ten-dollar fee, he would still be required to comply with all application requirements and there would be the stipulations that he is not eligible to appear on the final hiring list.

Mr. Lane: Have we ever charged before?

Mr. Young: For promotional exams, we typically do not charge. As I said I am only hoping to recover the cost of buying the book.

Mr. Lane: Yeah I don't have any problem with that. I just didn't know if this was stipulated in the rules or if that is just something we can do.

Mr. Young: So the Civil Service has the power to do it for any test if they want to. Typically in the past, we have done application fees for entry exams but not for promotional exams so this would be a little unusual in that there is a fee for promotion.

Mr. Lane: That's the only question I have. Deb do you have any more?

Mrs. Howard: No I, ... I'm glad you explained the stipulations as well. No ten dollars seems reasonable and they are getting the reference material. Can they reuse that reference material if they retook the exam again?

Mr. Young: So, this is actually the commission's copy of the reference material so under our rules the commission has to maintain a copy of all reference materials on the test.

Mrs. Howard: Okay.

Mr. Young: And so that's available if someone can't afford to buy the book for themselves they can come in and borrow the commission book or when protests happen after the test that book is used to arbitrate protests.

Mrs. Howard: Okay, sounds good.

Mr. Lane: If that's all. So, I will move the approval of letter "a" the approval of the fire battalion chief promotional exam is there a second?

Mrs. Howard: I second it.

Mr. Lane: This is with the stipulations that Ben outlined.

Chief Bacon: Can I ask quick...?

Mrs. Howard: Yes.

Chief Bacon: Hey Ben, what are we doing about guys who want to take both tests?

Mr. Young: Um, if someone would, ... wanted to take both tests they would have to pay the application fee for both.

Chief Bacon: Okay. Will there be enough time after the first test that they can sit for the second and not be late?

Mr. Young: Yes. There should be a half-hour break at the minimum between the two tests ...

Chief Bacon: Okay.

Mr. Young: ... and that's to let people who sit for both, you know, go grab lunch or something.

Chief Bacon: Okay. I just want to make sure that they haven't, that there is enough time cause I'm sure that I will have several who want to take both.

Mr. Young: Yes. So, the first test is estimated for, ... With talking to the testing provider they said we should allot two hours but they only expect the test to take an hour and a half but just in case we should allow two hours. So battalion chief is allotted 10:00 am to 12:00 pm and the captain's exam is allotted for 12:30 to 2:30

Chief Bacon: Okay. That's all I have thank you.

Mr. Lane: Sounds good. Alright Deb had a motion, I seconded that. I don't think we voted yet?

Mr. Young: We have not. Member Howard?

Mrs. Howard: Yes.

Mr. Young: And Member Lane?

Mr. Lane: Yes.

Mr. Young: Two in favor.

Mr. Lane: Item 4b. I would approve, or I would have a motion to approve the fire captain promotional exam with the stipulation that we have outlined.

Mrs. Howard: So moved.

Mr. Lane: Second.

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: And member Lane?

Mr. Lane: Yes.

Mr. Young: Two in favor.

Mr. Lane: Any other comments from the other people on board? I think Chief was the only one that had a question.

Chief Bacon: Nope. Thank you for that.

5. Adjourn

Mr. Lane: Alright if that's the case then I would move we adjourn.

Mrs. Howard: I second that.


Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: And member Lane?

Mr. Lane: Yes. Adjourned at 9:08 AM.

Approved by the Commission this 12th day of May, 2020.


Benjamin R. Young, Secretary

Jordan Greenwald, Chairman