

**City of North Canton**

**NOTICE OF PUBLIC MEETING**

Notice is hereby given that:

The Civil Service Commission of the City of North Canton shall hold a Regular Meeting on Wednesday, April 6, 2022 at 7:30 AM at North Canton Civic Center, 845 W Maple St. North Canton, OH 44720.

See attached agenda for matters to be discussed.

Meetings are open to the public or may be livestreamed on the City of North Canton's YouTube page.

BY THE ORDER OF THE CITY OF NORTH CANTON, COUNTY OF STARK, STATE OF OHIO:

April 4, 2022  
Date

Benjamin R. Young  
Clerk

**NORTH CANTON REGULAR MEETING**  
**April 6, 2022, 7:30 AM**  
**Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
  - 3.a Minutes from May 12, 2021
  - 3.b Minutes from June 29, 2022
- 4. New Business**
  - 4.a Election of Commission Chairperson.
  - 4.b Amend Civil Service Rule 4.03(a) to allow registration for promotional exams without an application.
  - 4.c Amend Civil Service Rule 4.03(b)(3) to remove the requirement that applications be notarized.
  - 4.d Approval of New Civil Service Application.
  - 4.e Authorization of Fire/EMS 1 entrance exam(s) on June 7, 2022 at 9:00 AM and 5:00 PM with conditions.
  - 4.f Authorization of Dispatch 1 entrance exam(s) on June 10, 2022 at 9:00 AM and 5:00 PM with conditions.
  - 4.g Approval of six (6) month extension of Police 1 eligible list pursuant to Rule 6.03(b).
  - 4.h Approval of six (6) month extension of Fire/EMS 2 eligible list pursuant to Rule 6.03(b).
  - 4.i Approval of six (6) month extension of Fire.EMS 3 eligible list pursuant to Rule 6.03(b).
- 5. Adjourn**

NORTH CANTON CIVIL SERVICE COMMISSION  
MEETING MINUTES  
Wednesday, May 12, 2021 – 8:00 a.m.  
Via Teleconference

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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 Wednesday, the 12th day of May 2021, at 8:00 a.m.

Present for the meeting were: Commission members Jordan Greenwald, Doug Lane and Debra Howard, Secretary Benjamin Young, Mayor Stephan Wilder, Deputy Director of Administration Catherine Farina, Chief of Police Frank Kemp and Chief of Fire and EMS John Bacon.

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**1. Call to Order**

Mr. Greenwald: So, I'd like to call the North Canton Civil Service Commission meeting to order at 8:01 AM on Wednesday May 12th.

**2. Roll Call of Commission Members**

Mr. Greenwald: Ben, you want to do a roll call?

Mr. Young: Member Howard?

Mrs. Howard: Here.

Mr. Young: Member Lane?

Mr. Lane: Here

Mr. Young: And, Member Greenwald?

Mr. Greenwald: Here.

Mr. Young: Three present.

**3. Approval of Minutes**

Mr. Greenwald: Is there a motion to approve the minutes from February 23?

Mr. Lane: So moved.

Mrs. Howard: Second.

Mr. Greenwald: Ben?

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Three yes.

#### **4. New Business**

Mr. Greenwald: And Ben, I assume I need a motion to approve the eligible list for Fire/EMS 3 Battalion Chief?

Mr. Young: Yes.

Mr. Greenwald: Is there a motion?

Mr. Lane: Is there any discussion? No, I guess we have the motion first.

Mr. Greenwald: We do discussion after the motion right?

Mr. Lane: Sorry about that. Yeah, so moved.

Mr. Greenwald: Second. Any discussion? Ben any issues?

Mr. Young: No the tests went well. As you know the Director of Administration took the test sort of as our blind monkey to make sure the test really was difficult to pass if you were not a firefighter and that was confirmed by the Director's score. So we believe these are sound tests.

Mr. Lane: He got what? 52? That's not bad for someone who doesn't know what they are doing.

Mr. Greenwald: All in favor? Or, Ben roll call?

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes.

Mr. Young: Three yes.

Mr. Greenwald: Is there a motion to approve the eligible list for the Fire/EMS 2 Captain?

Mrs. Howard: So moved.

Mr. Lane: Second.

Mr. Greenwald: Any dissuasion there Ben?

Mr. Young: No.

Mr. Greenwald: Okay roll call?

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes. And is there a motion for the revocation request for Fire/EMS 1 and Dispatch 1 eligibility lists?

Mr. Lane: So moved.

Mr. Greenwald: Second. Why are we revoking it?

Mr. Young: Currently we have existing lists for both of these positions. They expire later this year. They were both conducted under the previous rules so they last for two years, the new civil service rules are that they only last for one year. Since these lists are both in their last year and they are both under a previous testing vendor we have since chosen to leave we would like to offer new exams. Everyone who appears on the current eligible lists should be eligible for the new exam.

Mr. Greenwald: Okay, roll call?

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes. Motion to approve the Fire/EMS 1 entry exam for June 8 with stipulations?

Mrs. Howard: So moved.

Mr. Lane: Second.

Mr. Greenwald: What stipulations?

Mr. Young: So for this exam the first stipulation is extra posting locations of the Stark State Fire Academy and the City's online recruitment tools such as LinkedIn, Indeed, our website. The registration period, and this will be the same for all three exams, would be May 24 to June 4, and an application fee, again the same for all exams, would be \$20.

Mr. Greenwald: Any questions?

Mrs. Howard: No.

Mr. Greenwald: Alright hearing none the roll call Ben?

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes. Is there a motion to approve the Dispatch 1 entry exam for June 9 with stipulations?

Mr. Lane: So moved.

Mrs. Howard: Second.

Mr. Greenwald: Same stipulations Ben?

Mr. Young: The difference would be we are not going to send the dispatch posting to the Stark State Fire Academy.

Mr. Greenwald: Roll call?

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes. And last but not least, is there a motion to approve the Police 1 entry exam for June 10 at one with stipulations

Mrs. Howard: So moved.

Mr. Lane: Second.

Mr. Greenwald: I assume the stipulations here also exclude the fire training center?

Mr. Young: Yes. This time it would be the University of Akron, Kent State, and Stark State police academies and then I'd also like to send it to the Ohio Chiefs of Police Association. I would like to caveat that, that one will cost us about \$250 dollars, but the chief and I feel it will be a valuable tool to get a larger field of applicants.

Mr. Greenwald: Okay, roll call?

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes.

## **5. Adjourn**

Mr. Greenwald: Any other issues we need to address Ben?

Mr. Young: Not to my knowledge.

Mr. Greenwald: Alright is there a motion to adjourn?

Mrs. Howard: So moved.

Mr. Lane: Second.

Mr. Greenwald: Any discussion? Questions? Hearing none, Ben?

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes. Have a great day all. Enjoy the sun!

[Meeting Adjourned at 8:07 AM]

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Approved by the Commission this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Benjamin R. Young, Secretary

\_\_\_\_\_  
Chairman



NORTH CANTON CIVIL SERVICE COMMISSION  
MEETING MINUTES  
Tuesday, June 29, 2021 – 8:00 a.m.  
North Canton Civic Center

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Transcript of proceedings held before North Canton Civil Service Commission, taken by Secretary Benjamin Young, at the North Canton Civic Center, 845 W Maple Street, North Canton, Ohio, on Tuesday, the 29th day of June 2021, at 8:00 a.m.

Present for the meeting were: Commission members Jordan Greenwald, Doug Lane, and Debra Howard, Secretary Benjamin Young, Mayor Stephan Wilder, Chief of Police Frank Kemp, and Fire/EMS Battalion Chief Andrew Cramer.

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**1. Call to Order**

Mr. Greenwald: I'd like to call the North Canton Civil Service Commission meeting to order at 7:59 on Tuesday July [June] 29<sup>th</sup>.

**2. Roll Call of Commission Members**

Mr. Greenwald: Ben, roll call?

Mr. Young: Member Greenwald?

Mr. Greenwald: Here.

Mr. Young: Member Lane?

Mr. Lane: Here.

Mr. Young: And member Howard is absent. Two Present.

**3. New Business**

Mr. Greenwald: Is there a motion to approve the Fire/EMS 1 eligible list?

Mr. Lane: So moved.

Mr. Greenwald: Second. Ben?

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Two in favor.

Mr. Greenwald: Is there a motion to approve the Dispatch 1 eligible list?

Mr. Lane: So moved.

Mr. Greenwald: Second.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Two in favor.

Mr. Greenwald: Is there a motion to approve the Police 1 eligible list?

Mr. Lane: So moved.

Mr. Greenwald: Second.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Two in favor.

Mr. Greenwald: Any other new business?

Mr. Young: In case you were curious, 1 person failed police, 1 person failed dispatch, and 5 people failed fire.

Mr. Greenwald: Really? Anything else?

Mr. Young: This is probably our last test of the year.

#### 4. Adjourn

Mr. Greenwald: Excellent. Is there a motion to adjourn the North Canton Civil Service meeting at 8, oh, I'll give it 8 o'clock?

Mr. Lane: So moved.

Mr. Greenwald: Second.

[Meeting adjourned at 8:01 AM]

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Approved by the Commission this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Benjamin R. Young, Secretary

\_\_\_\_\_  
Chairman



# Item Cover Page

## CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

**DATE:** April 6, 2022

**SUBMITTED BY:** Benjamin Young, Council's Office

**ITEM TYPE:** Administrative Board New Business

**AGENDA SECTION:** New Business

**SUBJECT:** Election of Commission Chairperson.

**DESCRIPTION:**

**ATTACHMENTS:**



# Item Cover Page

## CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

**DATE:** April 6, 2022

**SUBMITTED BY:** Benjamin Young, Council's Office

**ITEM TYPE:** Administrative Board New Business

**AGENDA SECTION:** New Business

**SUBJECT:** Amend Civil Service Rule 4.03(a) to allow registration for promotional exams without an application.

**DESCRIPTION:** Proposed amendment would read:

(a) Applicants for admission to competitive examinations, except as provided below, must register for the examination and file a completed application with the Commission within the prescribed Filing Period as established for that examination by the Commission and stated in the notice of examination unless:

- (1) the application is received outside of the Filing Period through a special recruitment program approved by the Commission.
- (2) the applicant is registering for admission to a Promotional Examination and the individual is already a Classified Employee and therefore need not submit an application.

**ATTACHMENTS:**



# Item Cover Page

## CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

**DATE:** April 6, 2022

**SUBMITTED BY:** Benjamin Young, Council's Office

**ITEM TYPE:** Administrative Board New Business

**AGENDA SECTION:** New Business

**SUBJECT:** Amend Civil Service Rule 4.03(b)(3) to remove the requirement that applications be notarized.

**DESCRIPTION:** The secretary is seeking a rule amendment to remove the requirement that applications be notarized. Doing so would allow applications to be completed entirely online and would remove an obstacle to applying for civil service positions.

Proposed Rule would read:

(b) to be considered completed applications must:

- (1) be filled out in ink or type written;
- (2) be accompanied by all required supporting paperwork; and
- (3) be signed by the Applicant.

**ATTACHMENTS:**



# Item Cover Page

## CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

**DATE:** April 6, 2022

**SUBMITTED BY:** Benjamin Young, Council's Office

**ITEM TYPE:** Administrative Board New Business

**AGENDA SECTION:** New Business

**SUBJECT:** Approval of New Civil Service Application.

**DESCRIPTION:** In anticipation of approval of proposed changes the Secretary has prepared a new online Civil Service Application for the Commission approval.

<https://northcantonohio.gov/FormCenter/ItemAdminPreview/?formID=78>

**ATTACHMENTS:**



# Item Cover Page

## CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

**DATE:** April 6, 2022

**SUBMITTED BY:** Benjamin Young, Council's Office

**ITEM TYPE:** Administrative Board New Business

**AGENDA SECTION:** New Business

**SUBJECT:** Authorization of Fire/EMS 1 entrance exam(s) on June 7, 2022 at 9:00 AM and 5:00 PM with conditions.

**DESCRIPTION:** Test will be provided by Stannard and Associates who provided testing materials for last year's exams and resulted in no protests or issues.

1. Registration period shall be May 23 through June 3.
2. That the application fee for the exam shall be set at \$20.00 to offset the costs of providing the examination.
3. That individuals who made application for the same entrance exam last year may request to have their application and materials from last year reused for this year's examination provided the application is not more than 5 years old and the registration fee is still paid.

### ATTACHMENTS:

[Notice of 06.07.2022 Fire.EMS Entry Exam.docx](#)





## CITY OF NORTH CANTON CIVIL SERVICE COMMISSION

### NOTICE OF EXAMINATION

### Fire/EMS 1 Full-Time Entry

Notice is hereby given that a written open examination for the purpose of establishing an eligible list for Fire/EMS 1 covering the positions of Firefighter/EMT-P and Fire Inspector will be held **Tuesday, June 7, 2022 at 9:00 AM and 5:00 PM** in the North Canton Civic Center, located at 845 W Maple Street, North Canton OH 44720. Applicants may choose which exam time at registration.

**Registration:** All applicants wishing to take the examination for Fire/EMS 1 must register in person and file a completed and Civil Service Application with the Secretary of the Civil Service Commission at City Hall, 145 North Main Street, North Canton, OH 44720. The Filing Period begins at **8:00 AM Monday May 23, 2022**, and ends **4:00 PM Friday, June 3, 2022**. There shall be an **application fee of \$20.00** payable at time an application is filed. Applications are available on the Civil Service webpage at [northcantonohio.gov](http://northcantonohio.gov). Applicants who applied for the same test in 2021 may request to have their application and documents be reused.

**Application:** The general application requirements are as follows:

1. Citizen of the United States.
2. Be at least 18 years of age on or before date of examination.
3. Be a High school graduate or hold a GED.
4. Hold a valid US driver's license.
5. Ohio EMT-P Certification.
6. Ohio Firefighter II Certification or proof of enrollment in class to be completed prior to hiring.

The following documents must be produced at time of registration:

1. Copy of birth certificate or other proof of citizenship.
2. Copy of high school diploma or GED.
3. Copy of valid US driver's license.
4. Proof of required certifications.

**Exam Format:** This is a general knowledge examination. The passing grade for the examination is 70%. The City reserves the right to include psychological, polygraph, drug testing, and a medical examination as part of the hiring process.

**Extra Credit:** Applicants may be eligible for additional credit by providing proof of active military service or higher education. See North Canton Civil Service Rules and Regulations Section 5.06 for details.

**Salary:** The starting salary for the position of Firefighter/EMT-P is \$22.25/hour. The starting salary for the position of Fire Inspector is \$26.40/hour.

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Benjamin R. Young, Secretary

North Canton City Hall  
145 North Main Street  
North Canton, Ohio 44720  
[northcantonohio.gov](http://northcantonohio.gov)





# Item Cover Page

## CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

**DATE:** April 6, 2022

**SUBMITTED BY:** Benjamin Young, Council's Office

**ITEM TYPE:** Administrative Board New Business

**AGENDA SECTION:** New Business

**SUBJECT:** Authorization of Dispatch 1 entrance exam(s) on June 10, 2022 at 9:00 AM and 5:00 PM with conditions.

**DESCRIPTION:** Test will be provided by Stannard and Associates who provided testing materials for last year's exams and resulted in no protests or issues.

1. Registration period shall be May 23 through June 3.
2. That the application fee for the exam shall be set at \$20.00 to offset the costs of providing the examination.
3. That individuals who made application for the same entrance exam last year may request to have their application from last year reused for this year's examination provided the application is not more than 5 years old and the registration fee is still paid.

**ATTACHMENTS:**  
[Notice of 06.10.2022 Dispatch Entry.docx](#)



## CITY OF NORTH CANTON CIVIL SERVICE COMMISSION

### NOTICE OF EXAMINATION

### Dispatch 1 Full-Time Entry

Notice is hereby given that a written open examination for the purpose of establishing an eligible list for Dispatch 1 covering the position of full-time dispatcher will be held **Friday, June 10, 2022 at 9:00 AM and 5:00 PM** in the North Canton Civic Center, located at 845 W Maple Street, North Canton OH 44720. Applicants may choose which exam time at registration.

**Registration:** All applicants wishing to take the examination for Dispatch 1 must register in person and file a completed and Civil Service Application with the Secretary of the Civil Service Commission at City Hall, 145 North Main Street, North Canton, OH 44720. The Filing Period begins at **8:00 AM Monday May 23, 2022**, and ends **4:00 PM Friday, June 3, 2022**. There shall be an **application fee of \$20.00** payable at time an application is filed. Applications are available on the Civil Service webpage at [northcantonohio.gov](http://northcantonohio.gov). Applicants who applied for the same test in 2021 may request to have their application and documents be reused.

**Application:** The general application requirements are as follows:

1. Citizen of the United States.
2. Be at least 18 years of age on or before date of examination.
3. Be a high school graduate or hold a GED.
4. Hold a valid US driver's license.

The following documents must be produced at time of registration:

1. Copy of birth certificate or other proof of citizenship.
2. Copy of high school diploma or GED.
3. Copy of valid US driver's license.
4. Proof of required certifications.

**Exam Format:** This is a general knowledge examination. The passing grade for the examination is 70%. The City reserves the right to include psychological, polygraph, drug testing, and a medical examination as part of the hiring process.

**Extra Credit:** Applicants may be eligible for additional credit by providing proof of active military service or higher education. See North Canton Civil Service Rules and Regulations Section 5.06 for details.

**Salary:** The starting salary for the position of full-time dispatcher is \$19.51/hour.

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Benjamin R. Young, Secretary

North Canton City Hall  
145 North Main Street  
North Canton, Ohio 44720  
[northcantonohio.gov](http://northcantonohio.gov)





# Item Cover Page

## CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

**DATE:** April 6, 2022

**SUBMITTED BY:** Benjamin Young, Council's Office

**ITEM TYPE:** Administrative Board New Business

**AGENDA SECTION:** New Business

**SUBJECT:** Approval of six (6) month extension of Police 1 eligible list pursuant to Rule 6.03(b).

**DESCRIPTION:** Chief of Police, Frank Kemp, has requested that the commission grant a six (6) month extension to the Police 1 eligible list. This is the first of the two allowable extension requested. The new expiration date would be December 26, 2022.

**ATTACHMENTS:**



# Item Cover Page

## CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

**DATE:** April 6, 2022

**SUBMITTED BY:** Benjamin Young, Council's Office

**ITEM TYPE:** Administrative Board New Business

**AGENDA SECTION:** New Business

**SUBJECT:** Approval of six (6) month extension of Fire/EMS 2 eligible list pursuant to Rule 6.03(b).

**DESCRIPTION:** It is requested that the commission grant a six (6) month extension to the Fire/EMS 2 eligible list. This is the first of the two allowable extensions requested. The new expiration date would be November 8, 2022.

**ATTACHMENTS:**  
[Eligibility List 2021 Captain .docx](#)

City of North Canton  
145 N. Main Street  
North Canton, Ohio



Civil Service Commission  
(330)-499-8223 Ext. 1101  
byoung@northcantonohio.gov

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**ELIGIBILITY LIST**  
**Fire/EMS 2 Captain**  
May 12, 2021

I.D. Number	Name	Test Score	Final Score
4	<del>Bradley Dillon</del>	<del>91.00%</del>	<del>96.80%</del>
1	Bryant Scheffler	85.00%	88.00%
3	John Kleinbeck	80.00%	85.20%
2	Ryan Frank	80.00%	84.60%

This list has been certified by the Civil Service Commission of North Canton, Ohio and shall be valid until: **May 12, 2022**

BY THE ORDER OF THE CIVIL SERVICE COMMISSION OF NORTH CANTON, COUNTY OF STARK,  
STATE OF OHIO:

\_\_\_\_\_  
Benjamin R. Young  
Secretary

Bradley Dillion removed after accepting appointment 07/12/2021



# Item Cover Page

## CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

**DATE:** April 6, 2022

**SUBMITTED BY:** Benjamin Young, Council's Office

**ITEM TYPE:** Administrative Board New Business

**AGENDA SECTION:** New Business

**SUBJECT:** Approval of six (6) month extension of Fire.EMS 3 eligible list pursuant to Rule 6.03(b).

**DESCRIPTION:** It is requested that the commission grant a six (6) month extension to the Fire.EMS 3 eligible list. This is the first of the two allowable extensions requested. The new expiration date would be November 8, 2022.

**ATTACHMENTS:**  
[Eligibility List 2021 Battalion Chief .docx](#)

City of North Canton  
145 N. Main Street  
North Canton, Ohio



Civil Service Commission  
(330)-499-8223 Ext. 1101  
byoung@northcantonohio.gov

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**ELIGIBILITY LIST**  
**Fire/EMS 3 Battalion Chief**  
May 12, 2021

I.D. Number	Name	Test Score	Final Score
<del>1</del>	<del>Andrew Cramer</del>	<del>92.50%</del>	<del>103.10%</del>
3	Bradley Dillon	87.50%	93.30%
2	John Kleinbeck	83.33%	88.53%

This list has been certified by the Civil Service Commission of North Canton, Ohio and shall be valid until: **May 12, 2022**

BY THE ORDER OF THE CIVIL SERVICE COMMISSION OF NORTH CANTON, COUNTY OF STARK,  
STATE OF OHIO:

\_\_\_\_\_  
Benjamin R. Young  
Secretary

Andrew Cramer removed after accepting appointment 06/10/2021.