

**NORTH CANTON CIVIL SERVICE COMMISSION
MEETING MINUTES**

Wednesday, April 6, 2022 – 7:30 a.m.
North Canton Civic Center

Record of proceedings held before North Canton Civil Service Commission, taken by Undersecretary Kevin Coblenz, at the offices of North Canton City Hall, 145 North Main Street, North Canton, Ohio, on Wednesday, the 6th day of April 2022, at 7:30 a.m.

Present for the meeting were: Commission Members Debra Howard and Alice Stephens, Chairman Doug Lane, Secretary Benjamin Young, Chief of Police Frank Kemp, Fire Chief John Bacon, and Fire Battalion Chief Drew Cramer.

1. Call to Order

Chairman Lane called the meeting to order at 7:30 AM.

2. Roll Call

Members Lane, and Stephens responded to roll call.

3. Approval of Minutes

The commission approved the minutes from May 12, 2021, and June 29, 2021. Both sets of minutes were approved with 2 in favor and 0 opposed.

4. New Business

a. Election of Chairperson

Member Stephens made a motion to appoint Member Lane as commission chairperson. Member Lane accepted the nomination and seconded the motion. The motion carried with 2 in favor and 0 opposed.

b. Amend Civil Service Rule 4.03(a)

Secretary Young provided an explanation that the proposed rule change would exempt current classified employees applying for a promotional exam from completing an application and providing documentation of qualification. Instead, qualifications would be assumed by virtue of current service. The amendment to Rule 4.03(a) was adopted with 2 in favor and 0 opposed.

c. Amend Civil Service Rule 4.03(b)(3)

Secretary Young provided an explanation that the proposed rule change would remove the requirement that applications be notarized. Such change would allow applications to be submitted online making the process easier for candidates. The amendment to rule 4.03(b)(3) was adopted with 2 in favor and 0 opposed.

d. Approval of New Civil Service Application

Secretary Young displayed the proposed new online application on screen. In addition to being online Secretary Young also highlighted a new option for candidates to indicate if they would like to be considered for part-time employment in addition to classified employment. Chief Bacon asked if applicants would be able to submit their certifications through this method. Secretary Young answered in the affirmative and demonstrated how applicants could submit certifications through the new online application. The proposed Civil Service Application was approved with 2 in favor and 0 opposed.

[At this point Member Howard joined the meeting.]

e. Authorization of Fire/EMS 1 Entry Exam

Secretary Young proposed holding a Fire/EMS 1 Entry exam on June 7, 2022, with two time slots at 9:00 AM and 5:00 PM. Registration for the exam would be from May 23 through June 3. There would be a fee of \$20 and individuals who applied last year may ask to have their application materials reused. The proposed Fire/EMS 1 exam was authorized with 3 in favor and 0 opposed.

f. Authorization of Dispatch 1 Entry Exam

Secretary Young proposed holding a Dispatch 1 Entry exam on June 10, 2022, with two time slots at 9:00 AM and 5:00 PM. Registration for the exam would be from May 23 through June 3. There would be a fee of \$20 and individuals who applied last year may ask to have their application materials reused. The proposed Dispatch 1 exam was authorized with 3 in favor and 0 opposed.

g. Six Month Extension for Police 1 Patrol Officer Eligible List

The Chief of Police presented a request for an extension of the Police 1 eligible list pursuant to Civil Service Rule 6.03(b). Such extension would be the first of two permissible extensions. Chief Kemp stated that there were still a number of viable candidates on the police list several of whom were currently employed part-time in the department. The Chief would prefer to maintain the list as it stands than seek new applicants. The requested extension for the Police 1 eligible list was granted with 3 in favor and 0 opposed. The new expiration date of the list is to be December 26, 2022.

h. Six Month Extension for Fire/EMS 2 Captain Eligible List

The Chief of Fire/EMS presented a request for an extension of the Fire/EMS 2 eligible list pursuant to Civil Service Rule 6.03(b). Such extension would be the first of two permissible extensions. Chief Bacon stated that the individuals currently on the list were still all those individuals eligible for promotion. As all individuals had passed the previous exam the current list should be extend rather than retest the same individuals. The requested extension for the Fire/EMS 2 eligible list was granted with 3 in favor and 0 opposed. The new expiration date of the list is to be November 8, 2022.

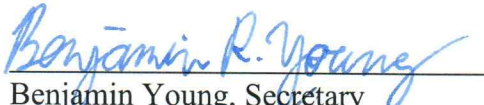
i. Six Month Extension for Fire/EMS 3 Battalion Chief Eligible List

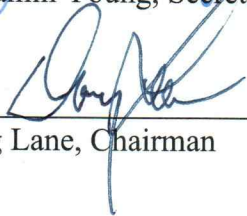
The Chief of Fire/EMS presented a request for an extension of the Fire/EMS 3 eligible list pursuant to Civil Service Rule 6.03(b). Such extension would be the first of two permissible extensions. Chief Bacon stated that this request was made for substantially the same reasons as the request for extension of the Fire/EMS 2 list. The requested extension for the Fire/EMS 2 eligible list was granted with 3 in favor and 0 opposed. The new expiration date of the list is to be November 8, 2022.

5. Adjourn

With no further business the meeting was adjourned at approximately 7:46 AM.

Approved by the Commission this 7th day of July, 2022.


Benjamin Young, Secretary


Doug Lane, Chairman