



*Notice of Public Meeting*  
***Civil Service Commission Meeting***  
*Wednesday, February 28<sup>th</sup>, 2018*  
*@ 2:30 p.m.*  
*In the NFD Training Room*

- I. ROLL CALL:
- II. MINUTES: From: February 14<sup>th</sup>, 2017
- III. AGENDA: New Posting for NPD Captain Position  
Rules Review/Updates  
Extension of NFD FF/Med Eligibility List (CSC Rule 10-01)
- IV. ADJOURN:

**Please note:** This posting is for notification to all department heads of The Civil Service Commission activity. If this pertains to you, please print a copy for your files. If this does not pertain to you, please view as information only.

**Emailed:**

Civil Service Commission Members (3)  
Mayor Mike Zita  
Robert Fowler, Administrative Officer  
Justin Markey, Law Director  
Ron Messner, Finance Director  
Kerry Macomber, Clerk of Council  
Mike Schultz, NFD Chief  
John Dalessandro, NPD Chief  
Larry Hess, Superintendent of Public Service  
Posted & Emailed February 22<sup>nd</sup>, 2018

Kerry Macomber, Administrative Assistant  
Council Members (7)  
Barberton Herald  
West Side Leader  
The Post Newspapers  
Beacon Journal

Janice Back *CSC Secretary*  
Contact # 330-825-7815 ext. # 201

**[jback@cityofnorton.org](mailto:jback@cityofnorton.org)**

*NFD/CSC/RC Secretary, 08:00 - 16:30, Mon. thru Fri. Norton, Ohio 44203*

*Phone (330) 825-7815 ext. 201 / Fax (330) 825-2050*

*Any person who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in any City or City Council public meeting or event should contact the Clerk of Council at 330-825-7815 Ext. 322 or [karlar@cityofnorton.org](mailto:karlar@cityofnorton.org). Any request for an auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight hours prior to the event.*

**City of Norton**  
**CIVIL SERVICE COMMISSION**  
**February 28<sup>th</sup>, 2018**

*The Norton Civil Service Commission convened for a meeting in the NFD Training Room*

Joseph Conte called the meeting to order at 2:35 p.m.

**Roll Call:** Joseph Conte  
Peggy Dobbins

**Attendees:** None

**Absent:** Angela Beck

**CURRENT BUSINESS:**

- Today the Commission met to discuss the changes to the revised posting for NPD Captain Position. The Commissions discussed staying within the rules in the O.R.C. for this situation, by opening up the exam to Police Officers as long as they have 5 years or more service with the Norton Police Department. Administrator Robert Fowler has already rescheduled the Assessment Exam for March 24<sup>th</sup>.
- Mr. Conte motioned to amending the posting for NPD Captain. Mrs. Dobbins seconded the motion:
  - Yes: Joseph Conte
  - Yes: Peggy DobbinsMotion passed allowing the NPD Police Officers to sign up and take the Exam/Assessment on March 24<sup>th</sup>.
- Both members present are concerned about the Exam time on March 24<sup>th</sup>, 2018. Mr. Fowler had stated he would be in touch and both members stated they are still waiting to hear from him. Secretary Janice Back said that she would email Mr. Fowler to remind him of this.
- In the 1/24/18 meeting minutes, Mr. Fowler requested that they try to find a resolve for 1 mis-classification. The Commission discussed using either an expired rule from the O.R.C. or to utilize an Ordinance again that was used once before in the 1960s. They asked Janice Back to contact Law Director, Justin Markey for his opinion on this matter and about the eligibility lists for Firefighter/Medic, (*per O.R.C.-attached*). Please see attachment that was emailed to Mr. Markey after the meeting. The members have decided to table the rules updates and the mis-classification until the Captain Exam is complete.
- Both members requested for rules updates and the mis-classification to be included on the next agenda for the meeting in March, 2018.

**NEW BUSINESS:**

- The members discussed the NPD FF/Medic 2018 eligibility list and determined it would be in the city's best interest for this list to be extended by an additional year, to expire on February 14<sup>th</sup>, 2020.
- Mrs. Dobbins motioned to extend the NFD FF/Medic 2018 eligible list for an additional year, to expire on February 14<sup>th</sup>, 2020. Mr. Conte seconded the motion:

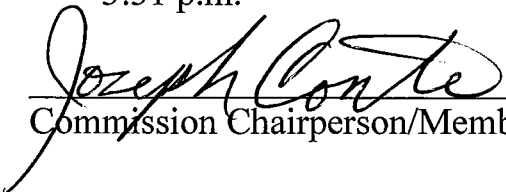
Yes: Peggy Dobbins

Yes: Joseph Conte

Motion passed to extend the NFD FF/Medic 2018 eligible list for an additional year, to expire on February 14<sup>th</sup>, 2020.

**CONSIDERATION OF THE MINUTES:**

- There were no minutes prepared for signature at this time.
- With no further business presented to the Commission, the meeting was adjourned at 3:31 p.m.

  
\_\_\_\_\_  
Commission Chairperson/Member

  
\_\_\_\_\_  
Commission Vice-Chairperson / Member

Date Approved: \_\_\_\_\_

*Civil Service Commission  
JC/PD/AB*

## Janice Back

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**From:** Janice Back  
**Sent:** Tuesday, February 27, 2018 8:59 AM  
**To:** Justin Markey  
**Subject:** Questions about Civil Service Rules and ORC

Good Morning Justin,

I have a few questions that the commission needs answers for. Here is one of them for now:

- According to Norton CSC Rule # 10-01 it states that an eligible list shall be valid for a period of one (1) year from the date of certification. Norton CSC Rules make no statement about Fire Department lists.
- According to ORC 124.46 it states that Fire Department eligible lists shall be valid for a period of two (2) years. This is only applicable to Fire Departments, not all lists.

Which one should Norton follow for Fire Department eligible lists? I realize that a one (1) year eligibility list can be extended by one (1) year by the commission. But the question is what about the Fire Department? Should they follow ORC?

Thanks,

*Janice Back*

NFD Office Manager

RC Secretary/CSC Secretary

Contact # 330-825-7815 Ext. 201

07:30 – 16:30, Mon. through Fri.

[jback@cityofnorton.org](mailto:jback@cityofnorton.org)

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## **124.46 Fire department eligibility lists.**

The names of the examinees who have passed the examination shall be placed on the eligible list in accordance with their grades. The examinee receiving the highest grade shall be placed first on the list. If two or more examinees receive the same grade, seniority in the fire department service shall determine the order of their names. The person having the highest position on the list shall be appointed in the case of a vacancy. Eligible lists established as provided in this section shall continue for two years. If a vacancy occurs prior to the expiration of the two-year period, the list shall continue for the purpose of filling the vacancy until the vacancy has been filled.

If an eligible list exists and a vacancy occurs that may be filled from that list, the vacancy shall be filled within a period of not more than ten days from the date of the vacancy.

Effective Date: 12-04-1973; 07-01-2007.