

City of North Canton

NOTICE OF PUBLIC MEETING

Notice is hereby given that:

Recent, and temporary amended sessions of Ohio's Revised Code, specifically R.C. 121.22 Public meeting - exceptions, together with orders and directives from the Ohio Attorney General and the Ohio Department of Health, as well as the safety directives from the President and Center for Disease Control regarding health risks posed by COVID-19, compel the City of North Canton to take unprecedented actions to continue the business of government while limiting gatherings so as to prevent the spread of COVID-19. Accordingly, in this limited circumstance, where the Governor has declared a state of emergency and the Director of the Ohio Department of Health is limiting gatherings to prevent the spread of COVID-19, the City shall hold its public meetings via teleconference; all other requirements of Ohio's Open Meetings Act, R.C. 121.22, shall be fulfilled.

Meeting notices shall provide instructions for the public on how they may hear discussions and deliberations of all members of the public body, and in certain circumstances, address the public body themselves.

The City of North Canton shall hold the **Civil Service Commission Meeting on February 23, 2021 at 9:00 AM** via teleconference. See attached agenda for matters to be discussed.

Instructions to hear the meeting described above are as follows:

FOR THOSE WISHING TO WATCH THE MEETING:

The meetings will be livestreamed via the City's YouTube page and will begin at 9:00 AM on Tuesday, February 23, 2021.

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

02/22/2021

Date

Benjamin R. Young

Clerk

NORTH CANTON CIVIL SERVICE COMMISSION MEETING
February 23, 2021, 9:00 AM
Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - 3.a Minutes from February 9, 2021 Civil Service Commission Meeting.
- 4. New Business**
 - 4.a Approval of Fire Battalion Chief Promotional Exam on April 15, 2021 at 10:00 AM with stipulations.
 - 4.b Approval of Fire Captain Promotional Exam on April 15, 2021 at 12:30 PM with stipulations.
- 5. Adjourn**

NORTH CANTON CIVIL SERVICE COMMISSION
MEETING MINUTES
Tuesday, February 9, 2021 – 8:00 a.m.
Via Teleconference

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 9th day of February 2021, at 8:00 a.m.

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

1. Call to Order

Mr. Greenwald: Alright, eight o'clock. Is there a motion to call the North Canton Civil Service Commission meeting to order at 8:00 am on Tuesday February 9th?

Mr. Lane: So moved.

Mrs. Howard: Second. You have to second that. Yeah.

2. Roll Call of Commission Members

Mr. Greenwald: Roll Call.

Mr. Young: Member Howard?

Mrs. Howard: Here. Present.

Mr. Young: Member Lane?

Mr. Lane: Here

Mr. Young: And, member Greenwald?

Mr. Greenwald: Yes. Here.

3. Approval of Minutes

Mr. Greenwald: Is there a motion to approve the minutes from January 15th?

Mrs. Howard: So moved.

Mr. Lane: Second.

Mr. Greenwald: Ben?

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes.

Mr. Young: Three in favor.

4. New Business

Mr. Greenwald: And, we need to select a testing provider for the Fire/EMS 3 Battalion Chief and Fire/EMS 2... I can't see the rest cause the Mayor's head is in the way...

Mr. Young: Captain.

Mr. Greenwald: Captain. There we go. Um, so what's the scoop? We just need to select a testing provider? You have gone out and done all the bidding?

Mr. Young: Yeah, so we received a number of quotes, which I sent to all of you. Our previous testing provider declined to give us a quote, but I included their quote from last year for reference for you.

Mr. Greenwald: That was Clancy?

Mr. Young: Yes. My recommendation would be Ramsey and Associates. Um, of the people who did give us quotes this year, they were the lowest for these two tests and they do give us, um, the level of customization that we were looking for; and, given the test, the quote that they have provide we will be able to give all three tests we have to this year within budget.

Mr. Greenwald: Excellent. Is there a motion to approve?

Mr. Young: Um, I do have one more thing. Um, the Fire Chief would like the book Five Alarm Leadership by Rick Lasky to be the leadership material for both of these exams.

Mr. Greenwald: Alright.

Mr. Lane: Um, I just have one, one question Ben, but maybe it was just the wording that you went but... You recommend those two and I read the same thing, but you said something about

better applicants and I would think when you opened it up whoever did the testing the applicants would be there. Does that make sense?

Mr. Young: Yes, so the hope is that by doing a more customized test, ...

Mr. Lane: Okay, I got you.

Mr. Young: ... that is more specific to our City's procedures instead of a text book for promotional exam, that we'd get better quality candidates...

Mr. Lane: Okay, that makes sense now. Just trying to read between the lines I guess.

Mr. Young: ... and the hope is we might also get more applicants because in theory what they are being tested on are things that they all should know because they work for us already.

Mr. Greenwald: Any other questions?

Mr. Lane: No. Do we have to make buying the test guide part of this motion?

Mr. Greenwald: Uh, with what? Ramsey?

Mr. Lane: No. Whatever Ben was talking about needing to get this book.

Mrs. Howard: Uh, no. They are two separate motions the new text and then the new testers.

Mr. Greenwald: Ben we need...

Mr. Young: Well the motion can just be to authorize me to proceed with getting final pricing for this testing using the book chosen by the Fire Chief as leadership material.

Mr. Greenwald: Is there a motion?

Mr. Lane: So moved.

Mrs. Howard: Second.

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes.

Mr. Young: Three in favor.

5. Adjourn

Mr. Greenwald: Any other issues? Or can we adjourn? Nothing else?

Mr. Young: I have nothing else.

Mr. Lane: So moved. So moved.

Mrs. Howard: Second.

Mr. Young: Member Howard?

Mrs. Howard: Yes.

Mr. Young: Member Lane?

Mr. Lane: Yes.

Mr. Young: Member Greenwald?

Mr. Greenwald: Yes.

Approved by the Commission this ____ day of _____, 2020.

Jordan Greenwald, Chairman

Benjamin Young, Secretary



Item Cover Page

CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: February 23, 2021

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Approval of Fire Battalion Chief Promotional Exam on April 15, 2021 at 10:00 AM with stipulations.

DESCRIPTION: After discussion the secretary and testing vendor have agreed on April 15, 2021 at 10:00 AM to hold the Fire Battalion Chief test. The Secretary respectfully requests that the test be approved with the following stipulations:

1. That the reference materials for the exam shall be the Charter of the City of North Canton, North Canton Codified Ordinances Chapter 135, North Canton Fire Department Standard Operating Guidelines, Summa Health EMS Protocols, current North Canton Professional Firefighter and Paramedic Association Collective Bargaining Agreement, and Five Alarm Leadership by Rick Lasky and John Salka;
2. That the notice of examination shall be sent directly to all eligible employees either through their department mailbox or other inter-office mail in addition to normal notice requirements;
3. The registration period shall be March 1, 2021 to April 9, 2021.
4. That the application fee for the exam be set at \$10.00 to off set the cost of purchasing reference material; and
5. That the Director of Administration or their designee be allowed to register for and take the exam without the need to file a completed application and in full acknowledgement that they shall not be permitted to appear on any eligible list resulting from such examination nor shall they be permitted the rights of protest or challenge. The Director or their designee shall still be responsible for

the appropriate application fee.

ATTACHMENTS:

[Notice of Battalion Chief Examination.docx](#)

[Reference List Battlion Chief.doc](#)

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



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

NOTICE OF EXAMINATION Fire/EMS 3 Battalion Chief

Notice is hereby given that a written promotional examination for the class Fire/EMS 3 covering the position of North Canton Fire/EMS Battalion Chief will be held **Thursday, April 15, 2021, at 10:00 AM** in the North Canton Civic Center located at 845 West Maple Street, North Canton, Ohio 44720.

Applicants wishing to take the promotional examination must register for the examination in person and file a completed and notarized Civil Service application with the Secretary of the Civil Service Commission at City Hall, 145 N Main Street, North Canton, Ohio 44720. The filing period begins at **8:30 AM on Monday, March 1, 2021**, and ends at **4:00 PM on Friday, April 9, 2021**. There shall be an application fee of \$20.00, payable at the time an application is filed. Applications are available on the Civil Service webpage at northcantonohio.gov.

The examination is open to all current employees of the City of North Canton who have at least two years of consecutive service in a position classified FIRE/EMS 2 or at least 5 years of consecutive service in a position classified FIRE/EMS 1. Under this criteria the following full-time employees are eligible to take the examination:

Captain Amy Shover
Captain Allen DeGuzman
Captain Andrew Cramer
Fire Inspector Gary Coen

Firefighter Ryan Frank
Firefighter John Kleinbeck
Firefighter Bradley Dillon
Firefighter Brandon McDonald

The passing score for this examination shall be seventy percent (70%).

A copy of the suggested reference materials for this examination is attached to this notice.

The maximum possible salary for the position being tested for is \$87,550.00.

Applicants must be a certified Ohio EMT-P and hold Ohio Firefighter II certification.

The examination and all applicants shall be subject to the provisions of the Rules and Regulations of the North Canton Civil Service Commission.

Benjamin R. Young, Secretary
North Canton Civil Service Commission

Date

Notaries public are on staff at North Canton City Hall but are entitled to charge applicants up to \$5 for their services under Ohio law. This fee, if applied, is charged by the notary public and not by the North Canton Civil Service Commission or the City of North Canton.

CITY OF NORTH CANTON
2021 FIRE BATTALION CHIEF EXAM REFERENCE LIST

SOURCE:

AVAILABLE FROM:

- | | |
|---|---|
| 1. SUMMA Health EMS Protocols (Effective 06/20/2018) | Chief's Office |
| 2. NCFD Standard Operating Guidelines (Effective January 2020) | Chief's Office |
| 3. NC Professional Firefighter and Paramedic Association Collective Bargaining Agreement (Effective January 1, 2019) | Chief's Office |
| 4. <u>Five Alarm Leadership: From the Firehouse to the Fireground</u> , 2013. By: Rick Lasky and John Salka ISBN: 9781593702342 | Fire Engineering Books 1-800-752-9764 www.fireengineeringbooks.com \$59.00 + S/H |
| 5. NC Codified Ordinances Chapter 135 Department of Fire and Emergency Medical Services | Council's Office |
| 6. North Canton City Charter (All of Article 3 and Sections 1.03, 2.01, 2.06, 4.04, 4.05) | Council's Office |

Book may also be available at Amazon.com.

END OF LIST



Item Cover Page

CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: February 23, 2021

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Approval of Fire Captain Promotional Exam on April 15, 2021 at 12:30 PM with stipulations.

DESCRIPTION: After discussion the secretary and testing vendor have agreed on April 15, 2021 at 12:30 PM to hold the Fire Captain test. The Secretary respectfully requests that the test be approved with the following stipulations:

1. That the reference materials for the exam shall be the North Canton Fire Department Standard Operating Guidelines, Summa Health EMS Protocols, current North Canton Professional Firefighter and Paramedic Association Collective Bargaining Agreement, and Five Alarm Leadership by Rick Lasky and John Salka;
2. That the notice of examination shall be sent directly to all eligible employees either through their department mailbox or other inter-office mail in addition to normal notice requirements;
3. The registration period shall be March 1, 2021 to April 9, 2021.
4. That the application fee for the exam be set at \$10.00 to off set the cost of purchasing reference material; and
5. That the Director of Administration or their designee be allowed to register for and take the exam without the need to file a completed application and in full acknowledgement that they shall not be permitted to appear on any eligible list resulting from such examination nor shall they be permitted the rights of protest or challenge. The Director or their designee shall still be responsible for the appropriate application fee.

ATTACHMENTS:

[Notice of Captain Examination.docx](#)

[Reference List Captain.doc](#)

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



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

NOTICE OF EXAMINATION
Fire/EMS 2 Captain

Notice is hereby given that a written promotional examination for the class Fire/EMS 3 covering the position of North Canton Fire/EMS Captain will be held **Thursday, April 15, 2021, at 12:30 PM** in the North Canton Civic Center located at 845 West Maple Street, North Canton, Ohio 44720.

Applicants wishing to take the promotional examination must register for the examination in person and file a completed and notarized Civil Service application with the Secretary of the Civil Service Commission at City Hall, 145 N Main Street, North Canton, Ohio 44720. The filing period begins at **8:30 AM on Monday March 1, 2021**, and ends at **4:00 PM on Friday, April 9, 2021**. There shall be an application fee of \$20.00, payable at the time an application is filed. Applications are available on the Civil Service webpage at northcantonohio.gov.

The examination is open to all current employees of the City of North Canton who have at least two years of consecutive service in a position classified FIRE/EMS 2 or at least 5 years of consecutive service in a position classified FIRE/EMS 1. Under this criteria the following full-time employees are eligible to take the examination:

Fire Inspector Gary Coen
Firefighter Jonathan Fox
Firefighter Bryant Scheffler
Firefighter Christopher Junda
Firefighter Douglas Taylor

Firefighter Ryan Frank
Firefighter John Kleinbeck
Firefighter Bradley Dillon
Firefighter Brandon McDonald

The passing score for this examination shall be seventy percent (70%).

A copy of the suggested reference materials for this examination is attached to this notice.

The compensation for the position being tested for is \$26.18 per hour.

Applicants must be a certified Ohio EMT-P and hold Ohio Firefighter II certification.

The examination and all applicants shall be subject to the provisions of the Rules and Regulations of the North Canton Civil Service Commission.

Benjamin R. Young, Secretary
North Canton Civil Service Commission

Date

Notaries public are on staff at North Canton City Hall but are entitled to charge applicants up to \$5 for their services under Ohio law. This fee, if applied, is charged by the notary public and not by the North Canton Civil Service Commission or the City of North Canton.

CITY OF NORTH CANTON
2021 FIRE CAPTAIN EXAM REFERENCE LIST

SOURCE:

AVAILABLE FROM:

- | | |
|---|--|
| 1. SUMMA Health EMS Protocols (Effective 06/20/2018) | Chief's Office |
| 2. NCFD Standard Operating Guidelines (Effective January 2020) | Chief's Office |
| 3. NC Professional Firefighter and Paramedic Association Collective Bargaining Agreement (Effective January 1, 2019) | Chief's Office |
| 4. <u>Five Alarm Leadership: From the Firehouse to the Fireground</u> , 2013. By: Rick Lasky and John Salka ISBN: 9781593702342 | Fire Engineering Books 1-800-752-9764 <u>www.fireengineeringbooks.com</u> \$59.00 + S/H |

Book may also be available at Amazon.com.

END OF LIST