

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 May 12, 2021 at 8:00 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 8:00 AM on Wednesday, May 12, 2021.

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

05/07/2021
Date

Benjamin R. Young
Clerk

NORTH CANTON CIVIL SERVICE COMMISSION MEETING
May 12, 2021, 8:00 AM
Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - 3.a Minutes from February 23, 2021
- 4. New Business**
 - 4.a Approval of eligible list for Fire/EMS 3 Battalion Chief.
 - 4.b Approval of eligible list for Fire/EMS 2 Captain.
 - 4.c Revocation request for Fire/EMS 1 and Dispatch 1 eligibility lists.
 - 4.d Approval of Fire/EMS 1 Entry exam for June 8, 2021 at 1:00 PM with stipulations.
 - 4.e Approval of Dispatch 1 Entry exam for June 9, 2021 at 1:00 PM with stipulations.
 - 4.f Approval of Police 1 Entry exam for June 10, 2021 at 1:00 PM with stipulations.
- 5. Adjourn**

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 ____ day of _____, 2020.

Benjamin R. Young, Secretary

Jordan Greenwald, Chairman



Item Cover Page

CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: May 12, 2021

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Approval of eligible list for Fire/EMS 3 Battalion Chief.

DESCRIPTION: The Commission held an exam for Battalion Chief on April 15, 2021. At this time the Protest and Challenge periods for this exam have ended and final scores are ready to be reported to the Commission for the creation of an eligible list.

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

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

I.D. Number	Name	Test Score	Final Score
1	Andrew Cramer	92.50%	103.10%
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



Item Cover Page

CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: May 12, 2021

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Approval of eligible list for Fire/EMS 2 Captain.

DESCRIPTION: The Commission held an exam for Captain on April 15, 2021. At this time the Protest and Challenge periods for this exam have ended and final scores are ready to be reported to the Commission for the creation of an eligible list.

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

ELIGIBILITY LIST
Fire/EMS 2 Captain
May 12, 2021

I.D. Number	Name	Test Score	Final Score
4	Bradley Dillon	91.00%	96.80%
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



Item Cover Page

CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: May 12, 2021

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Revocation request for Fire/EMS 1 and Dispatch 1 eligibility lists.

DESCRIPTION: The Department of Administration has requested that the current Fire and Dispatch entry eligible lists be revoked and new tests for both classes be offered.

ATTACHMENTS:
[05.05.2021 Request from Director fo Admin to Revoke Fire and Dispatch entry lists.pdf](#)

City of North Canton
145 N. Main Street
North Canton, Ohio 44720
Northcantonohio.gov



Patrick A. DeOrio
Director of Administration
330-499-8223 Ext. 1001
pdeorio@northcantonohio.gov

May 5, 2021

Civil Service Commission
145 N. Main St.
North Canton, Ohio 44720

RECEIVED

MAY - 5 2021

**CIVIL SERVICE COMM.
NORTH CANTON, OHIO**

Dear Sir or Madam,

Pursuant to Civil Service Rule 6.05 of the City of North Canton Civil Service Commission, I am formally requesting that the current list for full-time firefighters and dispatch be revoked. The previous list, which is two (2) years old, was administered by a testing provider whose services we no longer hold confidence in. Moreover, previous testing was established under prior Civil Service Rules which have been changed.

I would ask that we authorize the Secretary to begin necessary steps to publish Notice and begin the exam administrative process.

Sincerely,

Patrick A. DeOrio



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CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: May 12, 2021

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Approval of Fire/EMS 1 Entry exam for June 8, 2021 at 1:00 PM with stipulations.

DESCRIPTION: After discussion with the testing vendor the Secretary recommends Tuesday June 8, 2021 at 1:00 PM to hold the Fire/EMS 1 Entry exam. The Secretary respectfully requests that the exam be approved with the following stipulations:

1. That in addition to those locations required by the rules of the Civil Service Commission notice of the exam also be sent to the Stark State Fire Academy and posted on the City's online recruitment tools such as LinkedIn.
2. That the registration period for the exam shall be May 24, 2021 to June 4, 2021.
3. That the application fee for the exam be set at \$20.00 to offset the costs of providing the examination.

ATTACHMENTS:

[Notice of Fire Entry Examination.docx](#)



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 8, 2021 at 1:00 PM** in the North Canton Civic Center, located at 845 W Maple Street, North Canton OH 44720.

Registration: All applicants wishing to take the examination for Fire/EMS 1 must register in person and file a completed and notarized Civil Service Application with the Secretary of the Civil Service Commission Office at City Hall, 145 North Main Street, North Canton, OH 44720. The Filing Period begins at **8:00 AM Monday May 24, 2021**, and ends **4:00 PM Friday, June 4, 2021**. 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.

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 \$21.60/hour. The starting salary for the position of Fire Inspector is \$25.63/hour.

Benjamin R. Young, Secretary
North Canton Civil Service Commission



Item Cover Page

CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: May 12, 2021

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Approval of Dispatch 1 Entry exam for June 9, 2021 at 1:00 PM with stipulations.

DESCRIPTION: After discussion with the testing vendor the Secretary recommends Wednesday June 9, 2021 at 1:00 PM to hold the Dispatch 1 Entry exam. The Secretary respectfully requests that the exam be approved with the following stipulations:

1. That in addition to those locations required by the rules of the Civil Service Commission notice of the exam also be posted on the City's online recruitment tools such as LinkedIn.
2. That the registration period for the exam shall be May 24, 2021 to June 4, 2021.
3. That the application fee for the exam be set at \$20.00 to offset the costs of providing the examination.

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



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 **Wednesday, June 9, 2021 at 1:00 PM** in the North Canton Civic Center, located at 845 W Maple Street, North Canton OH 44720.

Registration: All applicants wishing to take the examination for Dispatch 1 must register in person and file a completed and notarized Civil Service Application with the Secretary of the Civil Service Commission Office at City Hall, 145 North Main Street, North Canton, OH 44720. The Filing Period begins at **8:00 AM Monday May 24, 2021**, and ends **4:00 PM Friday, June 4, 2021**. 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.

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 \$18.94/hour.

Benjamin R. Young, Secretary
North Canton Civil Service Commission



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CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: May 12, 2021

SUBMITTED BY: Benjamin Young, Council's Office

ITEM TYPE: Administrative Board New Business

AGENDA SECTION: New Business

SUBJECT: Approval of Police 1 Entry exam for June 10, 2021 at 1:00 PM with stipulations.

DESCRIPTION: After discussion with the testing vendor the Secretary recommends Thursday June 10, 2021 at 1:00 PM to hold the Police 1 Entry exam. The Secretary respectfully requests that the exam be approved with the following stipulations:

1. That in addition to those locations required by the rules of the Civil Service Commission notice of the exam also be sent to The Ohio Chiefs of Police Association, posted on the City's online recruitment tools such as LinkedIn, and sent to the police academies at the University of Akron, Kent State University, and Stark State College.
2. That the registration period for the exam shall be May 24, 2021 to June 4, 2021.
3. That the application fee for the exam be set at \$20.00 to offset the costs of providing the examination.

ATTACHMENTS:

[Notice of Police Entry Examination.docx](#)



NOTICE OF EXAMINATION **Police 1 Full-Time Entry**

Notice is hereby given that a written open examination for the purpose of establishing an eligible list for Police 1 covering the position of Patrolman will be held **Thursday, June 10, 2021 at 1:00 PM** in the North Canton Civic Center, located at 845 W Maple Street, North Canton OH 44720.

Registration: All applicants wishing to take the examination for Police 1 must register in person and file a completed and notarized Civil Service Application with the Secretary of the Civil Service Commission Office at City Hall, 145 North Main Street, North Canton, OH 44720. The Filing Period begins at **8:00 AM Monday May 24, 2021**, and ends **4:00 PM Friday, June 4, 2021**. 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.

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 Peace Office Certification.

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 Patrolman is \$26.32/hour.

Benjamin R. Young, Secretary
North Canton Civil Service Commission