

MINUTES OF THE CIVIL SERVICE COMMISSION MEETING
Mayfield Village Civic Hall-Mayfield Village Civic Center
6622 Wilson Mills Road, Mayfield Village, Ohio
Wednesday, November 2, 2022 – 5:00 p.m.

The Civil Service Commission met on Wednesday, November 2, 2022 in Civic Hall at the Mayfield Village Civic Center. Chairman DeBaggis called the meeting to order at 5:01 p.m.

Present: Mr. DeBaggis
Mr. Bucci
Mr. Tarkowsky

Also Present: Chief Carcioppolo
Councilman Meyers

Approval of Minutes of Meeting of Tuesday, April 19, 2022

Mr. Bucci, seconded by Mr. Tarkowsky, moved to approve the Minutes of the Meeting of April 19, 2022.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	April 19, 2022 Minutes
		Approved As Written

Fire Department Update

Chairman DeBaggis stated, the Commission received an e-mail from Chief Carcioppolo advising that an informational meeting for the 2023 Regional Entry Level Firefighter/Medic examination was scheduled for October 26th at the Lyndhurst Community Center. The Mayor has approved participating in this next regional examination. Chief, can you provide us with a report on the informational meeting you attended?

Chief Carcioppolo stated, most of the communities were represented at the meeting. I don't know if everyone that's participating in this were there, but most of them were. Basically, it was just a meeting to go over the particulars of this next regional test which they plan on giving in October of next year. With our list expiring in a couple of weeks, we are not going to have an eligible list in the event we need to hire someone. While there are no plans right now to be hiring anyone, it's just a good practice to maintain an eligibility list. Given the fact that ours is

expiring and this regional test is coming up, this is the most cost-saving way to accomplish the test because we are splitting the expenses with eight other communities.

Chairman DeBaggis stated, we did it the first time they introduced it and it was successful.

Chief Carcioppolo agreed.

Chairman DeBaggis stated, there were a lot of meetings before the actual testing.

Chief Carcioppolo stated, they have streamlined it since then. This is the third go-around with it. We didn't participate in the last one because we just extended our list. They seem to be streamlining it every time. With the inability to garnish a lot of participants in an individual examination, this helps get a larger pool of candidates. Historically, and this goes back a long time, we would close out the applicant pool depending on the city at 100 or 150 or 200 applicants but today it's hard to even get 40 people sometimes. Some places only get 20 applicants, so by doing a regional test that makes one certification list for 9 cities, you end up getting a larger pool of willing candidates to sit for the examination.

Mr. Bucci asked, the exam is not until October?

Chief Carcioppolo replied, correct. The exam is not until October of next year.

Mr. Bucci asked, will that still meet your needs? What happens if we get into a crunch where something happens and we would need to hire someone?

Chief Carcioppolo replied, we would have to fill in or we could at that point give an emergency examination if we needed to, but the probability of someone leaving is not likely. The worst case scenario would be if there was a catastrophe of some sort that would require us to hire people.

Chairman DeBaggis stated most of your guys are young and are willing to do overtime too, right?

Chief Carcioppolo replied, yes, they are, depending on the extent of it. We do have a part-time pool but that's been an issue as well. Trying to maintain a pool of part-time people is a difficult thing today but that's also an option we have.

Chairman DeBaggis asked, did they talk about what kind of and how many organizational meetings there will be from now until October and secondly will they expect members of the Civil Service Commission to participate in those meetings?

Chief Carcioppolo replied, you can designate someone if you would like. You don't have to be there. The main thing was to get everyone's individual Civil Service Commission to approve participating so they can move forward with the marketing piece of it starting in January. They

were supposed to get these documents earlier but they just came in basically an hour ago. I was happy I was able to get them for everyone, but basically they just updated all of these to include the 9 cities that are participating and go over the particulars. The date is Tuesday, October 3rd at 5:00 at the Hilton Garden Inn in Mayfield Village. The group agreed to make the application fee \$25.00. Most of this is the same with the City of Lyndhurst taking stuff in person there. Basically, we are looking at approving the date, the test time, the company which is Personnel Selective Services (PSS). There's a quote for that in here.

Chairman DeBaggis stated, they have done testing for the last couple of them.

Chief Carcioppolo stated, they switched and used a different testing company last time. They decided it was better to go back to this one.

Mr. Bucci asked, so the nine communities split the cost?

Chief Carcioppolo replied, yes. Right now the total cost is \$7,700 for the exam.

Mr. Bucci asked, what about the \$25 fee?

Chief Carcioppolo replied, that I don't know. There might be a fee associated with the Hilton Garden Inn.

Chairman DeBaggis stated, well finish your thought about the total cost being \$7,700.

Chief Carcioppolo replied, right. It's in this packet. I believe this would be divided by 9 dependent upon the Agreement of each Commission. The total for this with 200 candidates is \$7,700. If we assume that we had 9, we would be looking at \$855 per community. That might go up if less communities agree to join.

Chairman DeBaggis stated, so what I am hearing and what you heard and understood at the informational meeting, you are recommending that Mayfield Village participate in the upcoming test?

Chief Carcioppolo replied, yes.

. **Motion to have the Mayfield Village Civil Service Commission participate in the multi-city examination process with the next examination being Tuesday, October 3, 2023.**

Mr. Tarkowsky, seconded by Mr. Bucci, made a motion to have the Mayfield Village Civil Service Commission participate in the multi-city examination process with the next examination being Tuesday, October 3, 2023.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Participation Approved

- Motion to authorize Chairman DeBaggis to enter into the Joint Firefighter/Paramedic Entrance examination Participation Agreement on behalf of Mayfield Village and Mayfield Village Civil Service Commission.**

Mr. Bucci, seconded by Mr. Tarkowsky, made a motion to authorize Chairman DeBaggis to enter into the Joint Firefighter/Paramedic Entrance examination Participation Agreement on behalf of Mayfield Village and Mayfield Village Civil Service Commission.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	

With regard to extra credit, Chairman DeBaggis asked, was that discussed at the informational meeting?

Chief Carcioppolo replied, it was not. They just went off of our last approved numbers. If you look in this packet they just provided, there's a couple of things I wanted to point out.

Chairman DeBaggis stated, please.

Chief Carcioppolo stated, they tried to streamline the application to make it easier for everyone to look through the applications when you get them. The person checks off the boxes they have and submits copies of their certificates with that. Those are the last four pages with all the individual community's requirements. For example, the age requirement for Mayfield Village is listed there. It hasn't changed. Must have your certification prior to certification of the list for both firefighter and paramedic. Degree points for were 2, 5 and 8. Military is 10 points. Seniority credit was a maximum of 10 points, 2 points for every full year of duty served per the Civil Service Rules. None of that has changed, but that just gives you an idea what the candidate is going to fill out. The application instructions are attached. On the last page of the entire packet is the next dates of meetings and other scheduling items.

A motion must be raised approving the extra credit.

Mr. Tarkowsky asked, do you agree with the extra credit?

Chief Carcioppolo replied, yes. The last time we discussed it, we discussed the benefit of having someone come in with different levels of a collegiate degree. The recommendation back then was to go with those point values.

. **Motion to approve the extra credit as listed.**

Chairman DeBaggis, seconded by Mr. Bucci, made a motion to approve the extra credit as listed.

ROLL CALL: Ayes: All Motion Carried
 Nays: None

With regard to the age requirement, the State of Ohio requires a maximum age of 32. Local government is allowed to extend that. What we did was we extended it to 41 as long as the person had time in the pension system. It gives your organization the ability to not have everyone leave at the same time. The minimum age is 18.

Mr. Bucci asked, so if someone is working for you and they are 42, they can't go anywhere else?

Chief Carcioppolo replied, technically if a city doesn't change the law like we did, and they are 32, you are kind of stuck. Also, you can't extend it beyond 41. The State pension system sets that.

Mr. Meyers asked, do they have to have prior fire training?

Chief Carcioppolo replied, the whole point of that was to grant them that time. They had to have time in the Police and Fire Pension system. This is specific to firemen. If you are hired at 32, you have to put in a minimum of 25 years and be age 52 before you can be eligible to retire. If you were 40 and you got hired, you would not be eligible to retire until you are 65. Depending on where you work and what you are doing, it's not feasible to work that long in this field. Your body can't handle all that stuff.

. **Motion to approve the age designated in the informational packet.**

Mr. Tarkowsky, seconded by Mr. Bucci, moved to approve the age designated in the informational packet.

Chairman DeBaggis asked, discussion?

There was none.

ROLL CALL: Ayes: All Motion Carried
 Nays: None

. **Motion to designate Chairman DeBaggis or his designee to attend and vote on actions taken during the multi-city meetings for the regional examination.**

Mr. Tarkowsky, seconded by Mr. Bucci, made a motion to designate Chairman DeBaggis or his designee to attend and vote on actions taken during the multi-city meetings for the regional examination.

Chairman DeBaggis asked, discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	

With regard to the agility certificate, CPAT is a recognized test for firefighters around the country.

Chairman DeBaggis asked, what is CPAT?

Chief Carcioppolo replied, it's a different form of firefighter physical agility. It's more task-oriented. There are different tasks they will do to simulate. Locally, Tri-C does the combat challenge. That's predominantly what has been accepted previously, but since the pools are expanding outside of the regional area, they were talking about Commissions being willing to accept CPAT as well as the local ones. I would be fine with that. I would recommend the Commission consider accepting all forms of physical agility.

. **Motion to accept all forms of physical agility including CPAT, Tri-C's testing and testing at the Auburn Career Center within a year of the October 2023 examination.**

Mr. Tarkowsky, seconded by Mr. Bucci, made a motion to accept all forms of physical agility including CPAT, Tri-C's testing and testing at the Auburn Career Center within a year of the October 2023 examination.

Chairman DeBaggis asked, discussion? How soon from taking the test is the certificate valid?

Chief Carcioppolo replied, we told people they had to have the certification by the date of the test. They expire within a year. I don't know if CPAT is the same way.

Chairman DeBaggis asked, so are you satisfied with a year?

Chief Carcioppolo replied, yes. That's fine. Once a candidate gets on the list and the list is certified, before they are ever hired they are going to have to go through a full physical assessment by a Board-certified doctor for occupational health to ensure they meet the physical requirements of NFPA 1582. If they make it that far, because we are probably not hiring, if we

get to the point where we are hiring, we don't want to force them to go back and get another physical agility, they will be certified by a Board certified doctor of Occupational Medicine that they are physical capable to functioning. That's a pretty extensive physical like chest x-ray, stress test, etc.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	

ANY OTHER MATTERS

Chairman DeBaggis asked, are there any other matters to come before the Commission?

There were none.

ADJOURNMENT

There being no further matters, Mr. Bucci, seconded by Chairman DeBaggis, made a motion to adjourn the meeting. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Mary E. Betsa, MMC, Secretary

Northeast Ohio Regional Firefighter Entrance Exam



Important Information

[Individual City Requirements and Extra Credit](#)

[Tri C Agility Exam Information](#)

2023 Cities

Euclid

Highland Heights

Lyndhurst

Mayfield Heights

Mayfield Village

Pepper Pike

Richmond Heights

South Euclid

University Heights

Willoughby Hills

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Nottheast Ohio Regional Firefighter Entrance Exam Requirements for Individual Cities

Please see each city's additional requirements, extra credit, and benefits information. Each city will independently establish their own respective eligibility lists based on their specific requirements following the minimum passage of 70% on the written exam and calculation of respective extra credit points/percentages.

General Requirments for all Cities

- Must be in good health and be mentally and physically fit. Firefighter/Paramedics will be required to participate in an active physical fitness and conditioning programs throughout their entire career to meet certain physical requirements as prescribed by departmental rules and regulations.
- Must have self control and willingness to adapt to military-like discipline.
- Must have the ability to work well with others. Firefighter/Paramedics work closely with shift members for long periods of time and must able to work in a team concept.
- Must possess basic computer and keyboarding skills.
- Must pass a criminal background investigation and have good moral character and habits substantiated by a confidential investigation conducted by the Police Department's Investigative Division. Polygraph and/or CVSA, medical and psychological exams and interviews will be announced to applicants at a later date.
- Upon appointment to fill a vacancy, applicant shall establish continuous residency within the State of Ohio.

Disqualification of Eligible

If at any time after the creation of an Eligibility List the Commission has reason to believe that any person whose name appears on such list is disqualified for appointment because of incapacity developed subsequent to his examination, because of false statements made in his application or for other just and reasonable cause, said person shall be notified and given an opportunity to be heard. If said person fails to appear for such hearing, or it is established at such hearing that said eligible is disqualified or incapacitated for appointment, his name shall be removed from the Eligibility List.



Northeast Ohio Regional Firefighter Entrance Exam Requirements for Individual Cities

	EUCLID	HIGHLAND HEIGHTS	LYNDHURST	MAYFIELD HEIGHTS	MAYFIELD VILLAGE	PEPPER PIKE	RICHMOND HEIGHTS	SOUTH EUCLID	UNIVERSITY HEIGHTS	WILLOUGHBY HILLS
Age	No applicant shall be eligible for appointment who is less than 20 years of age or subsequent to the applicant's 41 st birthday.	No applicant shall be eligible for appointment subsequent to the applicant's 41 st birthday.	No applicant shall be eligible for appointment subsequent to the applicant's 31 st birthday unless the qualified person is a member in good standing of the Ohio Police & Fire Pension Fund continuously since age 31 but not over age 40.	No applicant shall be eligible for appointment who is less than 21 years of age or subsequent to the applicant's 35 th birthday.	No applicant shall be eligible for appointment who is not least 18 years of age or older than 32 years of age or so long as not over 41 years of age, provided the person has prior service as a firefighter and qualifies as being a member of the Ohio Police and Fireman's Disability and Pension fund and provided that such service and membership has been continuous since the firefighter attained 32 years of age.	No applicant shall be eligible for appointment subsequent to the applicant's 31 st birthday unless the qualified person is a member in good standing of the Ohio Police & Fire Pension Fund continuously since age 31 but not over age 36.	No applicant shall be eligible for appointment subsequent to the applicant's 41 st birthday.	No applicant shall be eligible to sit for the entrance exam subsequent to the applicant's 35 th birthday.	No applicant shall be eligible for appointment who is less than 21 years of age.	No applicant shall be eligible for appointment who is less than 18 years of age or subsequent to the applicant's 31 st birthday.
Agility	Tri-C or Auburn Career Center Firefighter Agility Certificate with a time of 4 minutes and 30 seconds or faster. Must be dated after October 4, 2022, 2022.									
Ohio FF 1&2	Not required for exam or appointment.	Not required for exam or appointment.	Must have certification at time of appointment.	Must have certification at time of appointment.	Must have certification prior to certification of list.	Must have certification at time of certification of list.	Must have certification at time of exam.	Not required for exam or appointment.	Not required for exam or appointment.	Must have certification at time of exam.
Ohio PAR Card	Not required for exam or appointment.	Must have certification at time of appointment.	Must have certification at time of appointment.	Must have been enrolled in a paramedic program at time of exam.	Must have certification prior to certification of list.	Must have certification at time of certification of list.	Must have certification at time of exam.	Not required for exam or appointment.	Must have certification at time of appointment.	Must have certification at time of appointment.



Nottheast Ohio Regional Firefighter Entrance Exam Extra Credit for Individual Cities

Extra Credit will be applied if an applicant received a 70% or higher on the written exam. Each city will apply their extra credit per their specifications outlined on the next page. Extra Credit categories include:

- College Degree: Associate, Bachelor, Master
- Military: Any person who has served in the Military Service, as described in Ohio R.C. 124.23 and who files with the Civil Service Commission a form DD-214 or evidence of an honorable discharge.
- Residency in the city
- Current City Employee: Full-time, Part-time
- Current Full-time Firefighter
- Current holder of an FF 1&2 Card
- Current holder of a Paramedic Card
- Graduate of Euclid Fire Academy
- Class A Explorer from Fire Explorer 1349

Shaded boxes indicates the city does not have any extra credit for that category.

Asterisk*

*For Highland Heights: applicant shall be granted additional points as follows: Less than 6 mths = 0; 6 – 12 mths. = 1, excess of 12 mths, up to, and including 24 mths. = 2; excess of 24 mths., up to, and including 36 mths. = 3; excess of 36 months or any duration where discharge is due to service related injury = 4.

** For Lyndhurst: In an original appointment examination for the Lyndhurst Fire Department, and upon submission by an applicant to the Commission of documentary proof acceptable to the Commission, five (5) additional points will be added to the final point score of the applicant: (a) who is (i) currently employed full-time as a Firefighter in Ohio and has at least one continue year of full-time duty, or (ii) who is currently laid off as a Firefighter in Ohio for not more than a year from the date of receipt of application by the Commission; (b) who is currently not under any disciplinary action; and, (c) who first received the established passing grade.



Northeast Ohio Regional Firefighter Entrance Exam Extra Credit for Individual Cities

	EUCLID	HIGHLAND HEIGHTS	LYNDHURST	MAYFIELD HEIGHTS	MAYFIELD VILLAGE	PEPPER PIKE	RICHMOND HEIGHTS	SOUTH EUCLID	UNIVERSITY HEIGHTS	WILLOUGHBY HILLS
College Degree	Associate: 1/2 pt. any degree. Bachelor: 1 pt. any degree.		Associate: 2 pts. any degree. 5 pts. AAS or fire science. Bachelor: 5 pts. any degree.	Associate: 2% in fire science or public safety. Bachelor: 3% fire science or public safety.	Associate: 2 pts. any degree. Bachelor: 5 pts. any degree. Master: 8 pts. any degree.	Associate: 2% any degree. 3% AAS, fire science or EMS emergency management. Bachelor: 5% any degree.	Associate: 2 pts. any degree. Bachelor: 3 pts. any degree.		Associate: 2 pts. any degree Bachelor: 4 pts. any degree.	Associate: 2 pts. fire science or EMS related field. Bachelor: 4 pts. any degree from an accredited university.
Military	10%	*Up to 4 pts.	5 pts.	2%	10 pts.	7%	2 pts.	3 pts.	5 pts.	4 pts.
City Res.		1 pt.					1 pt.		1 pt.	
Current City Employee		Part-time: Must have a min. of 1,000 logged hrs. with HHFD, from exam date. 1,000 = 1 pt. 1,500 = 3 pts. 2,000 = 5 pts.		Full-time: 5% any position. Part-time: 3% any position including auxiliary and seasonal.	Part-time: a credit of 2 pts. with a max of 10 pts. will be given for each full year of the first 5 years of service with MVFD.		Full-time: 1 pt. per year for a min. of 1 yr. of RH auxiliary, firefighter service. Max of 2 pts.			Prior part-time service with the city of WH. 1/2 pt. for every 6 mths. completed. Max of 6 pts.
Current F/T Firefighter			**5 pts.				1 pt. for a min. of 1 yr. of full-time related work experience (e.g., FF or Para.).			
Ohio FF 1&2	1 pt.	4 pts.						3 pts.	2 pts.	
Ohio Para.	EMT = 1 pt. PAR = 2 pts.							5 pts.	4 pts.	
Fire Acad.	Euclid Fire Acad. Grad. = 1 pt.									
Explorer Class A			2 pts.	2%				2%		
Max Credit	None - No Compounding Points	No Max	5pts. for highest degree. None for others	5%	No Max	12%	No Max	No Max	No Max	4pts. for highest degree. 10 pts. max total

Each Civil Service Commission may need to amend its rules to comply with the regional firefighter exam. Below is draft language addressing the acceptance of the following:

- 1. Acceptance of the Candidate Physical Abilities Test (CPAT) certification in lieu of the locally offered physical ability tests from Tri-C and Auburn Career Center (same as the Tri-C exam. Auburn physical agility exams will begin this summer). All three physical agility exams will be accepted for the NEOR Firefighter Exam.**

Applicants who have successfully completed the Candidate Physical Abilities Test (CPAT) within 12 months from the date of application may be exempted from taking the Physical Ability Test in the application process. Verification of CPAT certification in accordance with the International Association of Fire Fighters (IAFF) standards is required.

- 2. Application fee of \$25**

The application fee for the Northeast Ohio Regional Firefighter Exam given on October 3, 2023, will be \$25.

- 3. Testing Company: Personnel Selection Services**

The testing company for the Northeast Ohio Regional Firefighter Exam is Personnel Selection Services at a cost of \$18.50 per candidate (based on 200 candidates \$3700) and \$5000.00 for sharing results with 10 Cities for a total of \$8700 to be divided by ten cities at a cost of \$770.00.

- 4. The City of Lyndhurst will oversee the financials and clerical work for the Northeast Ohio Regional Firefighter Exam.**

The City of Lyndhurst will oversee the financials and clerical work for the Northeast Ohio Regional Firefighter Exam, including accepting and reviewing applications, collecting application fees, and sending folders of each applicant to participating cities. Clerical, marketing, and testing costs are to be divided between the ten participating cities.