

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**Mayfield Village Main Conference Room-Mayfield Village Civic Center**  
**6622 Wilson Mills Road, Mayfield Village, Ohio**  
**Monday, March 13, 2023 – 5:00 p.m.**

The Civil Service Commission met on Monday, March 13, 2023 in the Main Conference Room 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

**Organizational**

-     **Election of Chairman-2023**

Chairman DeBaggis stated, I would like to open the floor for nominations for Chairman for 2023.

Mr. Bucci, seconded by Mr. Tarkowsky nominated Henry DeBaggis for Chairman for 2023.

Chairman DeBaggis asked, are there any other nominations?

There were none.

.     **Motion to close the nominations for Chairman for 2023.**

Mr. Bucci, seconded by Mr. Tarkowsky, made a motion to close the nominations for Chairman for 2023.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Henry DeBaggis
		Nominated as Chairman
		for 2023

**Motion to elect Henry DeBaggis as Chairman of the Civil Service Commission for 2023.**

Mr. Tarkowsky, seconded by Mr. Bucci, made a motion to nominate and elect Henry DeBaggis as Chairman of the Civil Service Commission for 2023.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Henry DeBaggis Elected as Chairman for 2023

**Election of Vice-Chairman-2023**

Chairman DeBaggis stated, I would like to open the floor for nominations for Vice-Chairman for 2023.

Mr. Tarkowsky, seconded by Chairman DeBaggis nominated Mike Bucci for Vice-Chairman for 2023.

Chairman DeBaggis asked, are there any other nominations?

There were none.

**Motion to close the nominations for Vice-Chairman for 2023.**

Mr. Tarkowsky, seconded by Mr. Bucci, made a motion to close the nominations for Vice-Chairman for 2023.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Mike Bucci Nominated as Chairman for 2023

**Motion to elect Mike Bucci as Vice-Chairman of the Civil Service Commission for 2023.**

Mr. Tarkowsky, seconded by Mr. DeBaggis, made a motion to nominate and elect Mike Bucci as Vice-Chairman of the Civil Service Commission for 2023.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Mike Bucci Elected as Vice-Chairman for 2023

**Approval of Minutes of Meeting of Wednesday, November 2, 2022**

Mr. Bucci, seconded by Mr. Tarkowsky, moved to approve the Minutes of the Meeting of November 2, 2022.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	November 2, 2022 Minutes Approved As Written

**Fire Department Update  
(Multi-Regional Firefighter Examination – Entry Level)**

Chairman DeBaggis stated, after our last meeting, Mrs. Betsa forwarded the Participation Agreement to Ms. Clines and advised that the Commission authorized me or a representative I designate to represent Mayfield Village at the multi-city meetings and to vote on any actions taken. All agility certificates will be accepted by Mayfield Village. Additionally, Ms. Clines was told that the following was approved by the Commission:

- Cost and testing company (Personnel Selection)
- Timeline of events
- Mayfield Village city requirements
- Mayfield Village extra credit

The next Multi City Regional test meeting was held on Thursday, February 9<sup>th</sup>. Chief Carcioppolo attended. Upon return, he reported to Mrs. Betsa that an e-mail with informational items will be sent out for the Commissioners to review and approve. There are 10 cities participating and the cost for the test should be less than \$1500 per participating community. Chief, is there anything else you want to add from your meeting on this?

Chief Carcioppolo stated, we just need to make sure that everyone's good with the extra credit that we gave last time. That's what they have on record from the last regional test. If you guys are good with it, we will give the same extra credit for this test.

Chairman DeBaggis asked Chief Carcioppolo to remind the Commission what the extra credit was.

Chief Carcioppolo replied, 2 points for an Associate's Degree, 5 points for a Bachelor's Degree and 8 points for a Master's Degree. 10 points for military. Part-time credit is based on hours worked divided by 2600 so it's an equal amount. The Commission approved this last time so the regional testing agency has it on record.

Mr. Bucci asked, are you still okay with that yourself?

Chief Carcioppolo replied, I don't see any reason to change it.

Chairman DeBaggis stated, I think we are all good with that.

Chief Carcioppolo stated, the other thing was accepting physical agility certificates from the local physical agility centers, Tri-C, and Auburn Career Center. The Commission could also accept certificates from CPAP which is more of a national physical competency test used more predominantly across the country. I would be okay with accepting all three of those. We do not have any projections of hiring anyone, but we should maintain a list just in case. Because this is a 10-municipality test, there is a bigger draw potential. There might be people outside of the Ohio area who are willing to sit for the test.

Chairman DeBaggis asked, any discussion on this?

Mr. Tarkowsky asked, is the CPAP a basic equivalent?

Chief Carcioppolo replied, it is. It's a little bit more specific to different tasks that a firefighter has to do. It's more of a national standard.

Chairman DeBaggis stated, at the last meeting, the Commission approved the acceptance of all forms of physical agility including CPAP, Tri-C and at the Auburn Career Center within a year of the October 2023 examination.

Mr. Bucci asked, does the one group send one application off?

Chief Carcioppolo replied, we skipped the last regional test. Instead of paying to participate again, we just extended the list. Now that that has expired, we have to maintain a new list. The agency modified some of the steps due to problems they experienced with the last test. Now the applicant will go to the City of Lyndhurst's website and apply on-line. It all goes through the City of Lyndhurst. Because each city is different, all the different requirements and extra credits are all on there so the applicant knows what they will be receiving. When the test is given on Tuesday, October 3, 2023 and the results come in after the protest period, the final list will be provided. Extra credit can be applied to each person's score. They will verify all of that at Lyndhurst and then this Commission can certify the list with the weighted extra credit added in.

Chairman DeBaggis stated, Mrs. Betsa has prepared a purchase order to the City of Lyndhurst for the expenses which include the examiner fee. Lyndhurst will be overseeing the financials and providing the clerical work. They will be accepting and reviewing the applications, collecting the \$25 application fee and sending folders of each applicant to respective cities. Ms. Clines has advised that Mayfield Heights will have a page dedicated to the exam on their website with all of the necessary information. It will be linked to the QR code on the postcards and flyers.

Chairman DeBaggis stated, the following are the next steps:

- . On July 30<sup>th</sup>, the notice of examination will appear in the Plain Dealer and will remain on-line for 30 days
- . On July 31<sup>st</sup> applications will start being accepted.
- . Application deadline is September 22
- . Examination is on October 3<sup>rd</sup>
- . Scores will be released the week of October 20<sup>th</sup>. Files will be sent to each city.

The updated requirements and extra credit was received last week with the request that Ms. Clines be advised of any changes so that the document can be finalized and postcards ordered. Upon review, there were no changes for Mayfield Village since our last meeting, but the Commission has been asked to review the document again to ensure there are no questions or concerns. The extra credit was reviewed and there are no necessary changes to be made.

Mrs. Betsa pointed out that the only additional item needed to be sent is individual firefighter pictures.

Chief Carcioppolo stated, they are putting together their own marketing for this whole test. Instead of using generic pictures, they would like us to send pictures of the Fire Department so they could incorporate those into the promotional materials. I will send a few photos along.

Chief Carcioppolo stated, with regard to the cost, since there are 10 municipalities who are participating, the cost for each city should be less than \$1,000. They are expecting the amount to be about \$770 per city.

Chairman DeBaggis stated, good price.

Chief Carcioppolo stated, that's the benefit of being part of the regional test.

Chairman DeBaggis stated, okay. It all sounds good. Is there anything else you would like to add?

Chief Carcioppolo stated, no, unless you have any other questions for me.

**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 Mr. Tarkowsky, made a motion to adjourn the meeting. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Mary E. Betsa, MMC, Secretary