

MINUTES OF THE CIVIL SERVICE COMMISSION MEETING
Mayfield Village Main Conference Room -Mayfield Village Civic Center
6622 Wilson Mills Road, Mayfield Village, Ohio
Tuesday, February 3, 2026 – 5:00 p.m.

The Civil Service Commission met on Tuesday, February 3, 2026, in the Main Conference Room at the Mayfield Village Civic Center. Chairman DeBaggis called the meeting to order at 5:00 p.m.

Present: Mr. DeBaggis
Mr. Bucci
Mr. Tarkowsky

Also Present: Chief Matias
Chief Carcioppolo

Organizational

- **Election of Chairman-2026**

Chairman DeBaggis stated, I would like to open the floor for nominations for Chairman for 2026.

Mr. Bucci, seconded by Mr. Tarkowsky nominated Henry DeBaggis for Chairman for 2026.

Chairman DeBaggis asked, are there any other nominations?

There were none.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL: Ayes: All
Nays: None

Motion Carried
Henry DeBaggis Elected
Chair of the Civil Service
Commission for 2026

- **Election of Vice-Chairman-2026**

Chairman DeBaggis stated, I would like to open the floor for nominations for Vice-Chairman for 2026.

Mr. Tarkowsky, seconded by Chairman DeBaggis nominated Mike Bucci for Vice-Chairman for 2026.

Chairman DeBaggis asked, are there any other nominations?

There were none.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Mike Bucci Elected
		Vice-Chair of the
		Civil Service Commission
		for 2026

Chairman DeBaggis stated, congratulations, Mr. Bucci.

. **Approval of Minutes of Meeting of Wednesday, October 15, 2025**

Chairman DeBaggis stated, the Commission has received a copy of the Minutes from Wednesday, October 15, 2025. May I have a motion to approve?

Mr. Bucci, seconded by Chairman DeBaggis, moved to approve the Minutes of the Meeting of Wednesday, October 15, 2025.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Minutes of October 15, 2025
		Approved as Written

. **Police Department Update**

- **Entry Level**

Chairman DeBaggis stated, members of the Commission should have received a memo from Chief Matias providing an update on the current Civil Service list that was certified on May 14, 2025. Chief Matias has requested that this list be closed out as the remaining candidates are not viable or have found other employment with other departments. Any questions for Chief Matias, gentlemen? Anything you would like to add, Chief?

Chief Matias stated, no, like I said, we interviewed several of the candidates. We were able to hire Erica Rodriguez. She was number three on the list and has turned out to be a fantastic candidate. And again, I've kept an eye on the other eligible candidates, and many of them have found employment or had some other situations. Detective Mark Justice is retiring in about a month and a half so we'd like to close out this list and then open up the testing process with NTN and get another test.

Chairman DeBaggis stated, excellent. Thanks for the update, Chief.

. **Motion to close out the entry level certified eligibility list dated May 14, 2025.**

Chairman DeBaggis, seconded by Mr. Bucci, made a motion to close out the entry level certified eligibility list dated May 14, 2025.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Entry Level Eligibility
		List dated May 14, 2025
		Closed

Chairman DeBaggis stated, the Commission will also need to consider approval of job application posting on the National Testing Network for full-time entry level patrol officer testing. Mayor Bodnar has approved activating the testing process through the National Testing Network.

. **Motion to approve posting of job application for entry level police officer through National Testing Network.**

Chairman DeBaggis, seconded by Mr. Bucci, made a motion to approve posting of job application for entry level police officer through National Testing Network.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Posting through National
		Testing Network
		Approved

- **Sergeant Promotional**

Chairman DeBaggis stated, the Sergeant promotional list is scheduled to expire on April 28, 2026. Chief Matias would like the Commission to consider extending the list. Of note, once extended, the list will be good until October 28, 2026. After that time, there can be no further extensions and a new exam would have to be administered when necessary.

. **Motion to certify the Sergeant Promotional List for Police Department for an additional (6) months to October 28, 2026.**

Chairman DeBaggis, seconded by Mr. Bucci, made a motion to certify the Sergeant Promotional List for Police Department for an additional (6) months to October 28, 2026.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Sergeant Promotional List
		Extended to
		October 28, 2026

. **Fire Department Update**

Chairman DeBaggis asked, Chief Carcioppolo, can you provide the Commission with a status update on the results of the multi-regional examination. Have you been going to the meetings?

Chief Carcioppolo replied, I wasn't able to attend the last meeting due to another meeting. They are planning on doing the test every year just based off of the limited amount of applicants that have been attending and having 10 cities picking through the list. So they are planning on doing an additional test this September. They have the process fairly refined to a point that how it's been working is fairly simple to partake in it. There's 10 cities picking through the list. And you'll see with this last list, there's 48 viable candidates with appropriate credentials. I recommended to the Mayor that we participate again this year.

Mr. Bucci asked, is there anyone who keeps track of how many of these guys have been hired? At any given point do you know how many have been hired in the long-term?

Mr. Tarkowsky stated, so you have 48 people on the list. You're pulling from a bunch of different departments.

Chief Carcioppolo stated, 10 cities or so.

Mr. Tarkowsky stated, right. So a bunch of these are probably gone now. Do you know that offhand?

Chief Carcioppolo replied, not until you call them. That is one of the downfalls of being a part of a regional test. But the other part of it that makes it difficult is if we did it internally again.

Mr. Bucci stated, I know that but some group ought to be taking a lead on this. Is there any way to have someone keep a master file?

Chief Carcioppolo replied, one thing, though, to consider is the draw for these candidates to take this test is they have the opportunity to be hired at 10 different cities.

Mr. Bucci stated, I understand. They might not get their dream job, if they want to work in a certain city.

Chief Carcioppolo stated, and this is one of the nuances in hiring people today. As you know, 20 years ago when I was hired, you would get hired and you'd stay there and work for your whole career. Now the new employees are able to move from city to city without even flinching. I took 23 civil service tests before I was offered a job. They take one test and they're all getting interviewed. And most of these people get hired before the list is up.

Mr. Bucci asked, so you would just call people to see if they are still interested?

Chief Carcioppolo stated, I go right down the list and call them and ask if they are interested in interviewing if we're at that point. Some of them will say, oh, I'm good please remove my name from the list. So it's just a different time.

Mr. Tarkowsky stated, some might say I got hired at wherever. I'd rather work for you, though. I'll take an interview.

Chief Carcioppolo stated, absolutely.

Mr. Tarkowsky stated, so that's why can't just take names off the list the because they may want to come here.

Chief Carcioppolo stated, some people get upset with that. But as a Chief, if I have someone that isn't content and they'd rather be somewhere else, what's better for them and their family is better for them and their family. And if they're going to end up being disgruntled that they're stuck here, I'm not mad at anyone. I want them to do what's better for their family because if you have someone that's disgruntled because you're, like, you know, make them feel bad about staying, it doesn't benefit anyone. So with this list, I went through and verified everyone's credentials. I also checked to see if they had passing times for their physical agility. This is the final list.

Chairman DeBaggis asked, so we need to certify that list for a year?

Chief Carcioppolo replied, if you could, yes. There is a plan to do another test in September.

Chairman DeBaggis asked, and where is this test in September going to be administered?

Chief Carcioppolo replied, I don't know if they decided yet.

Mrs. Betsa replied, the same place as last year.

Chief Carcioppolo stated, then it will be at Mayfield Heights Community Center.

Chairman DeBaggis stated, I think that's probably better than doing it at the hotel, right?

Chief Carcioppolo replied, yes. Last year we figured out some issues with tables and not bringing in the right tables for everything. But it is down to a better science because they've done it so many years and the cost, I think, is less than \$300 to participate. So it kind of takes a lot of administrative work out of here to do it regionally. And the cost is way less. It would cost us upwards of \$3,000 to do the test. And it's only costing us about \$300 to participate.

Mr. Tarkowsky stated, yes, I remember. We used to run those.

. **Motion to certify the eligibility list for firefighter entry level to February 3, 2027.**

Chairman DeBaggis, seconded by Mr. Bucci made a motion to certify the eligibility list for firefighter entry level to February 3, 2027.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	Eligibility List for
		Firefighter Entry Level
		Certified to February 3, 2027

Chairman DeBaggis stated, Chief, I think you've outlined all the benefits for our continued participation in the multi-regional firefighter exam on Tuesday, September 29, 2026. Is there anything else you want to discuss about that, Chief?

Chief Carcioppolo replied, yes. It has been difficult the last couple of years to wade through all the applications and verify everyone's credentials at the time of certification. So I would like to request that we verify certification at the time of application because when they submit all their stuff, it's easier to verify it rather than having to go look it all up on-line. I probably spent close to 16 hours going through the list of 130 people and verifying all their credentials and looking through their packets. And it doesn't yield a large amount of people that gain their compliance. If they have it at the time of application, it's a very small amount that gain it by the time we certify the list. So it would just be easier to go off of the time they apply when they submit their application packet and use their credentials they submit at that point in time.

Mr. Tarkowsky asked, so you're saying you would like for them to be fully compliant at the time of application rather than now when we're certifying the list?

Chief Carcioppolo replied, yes.

Chairman DeBaggis asked, so while I'm standing there, if I'm an applicant, I'm standing at the counter with my application, are you verifying before I leave?

Chief Carcioppolo replied, they submit all their credentials when they turn in their application. And then I can pull those up and look at them when we get the test results.

Chairman DeBaggis asked, they're just sending the application in electronically? They're not actually showing up at the counter?

Chief Carcioppolo replied, some of them, I think, may have shown up this last time, but they can do it all digitally. When the test is done, we receive a flash drive with all their credentials and the final test scores, and they check off if they're a paramedic.

Mr. Bucci asked, so is that standard among all 10 or is it different?

Chief Carcioppolo replied, everyone has a different kind of rules. That's why this testing process allowed people that weren't even enrolled in school to test. So, you know, it's a full gambit of no training all the way up to having all their training.

Chairman DeBaggis asked, so if I were to make a motion to allow for verification at the time of the application, that would solve that problem, correct?

Chief Carcioppolo replied, I believe so.

. Motion to require verification at the time of the application submittal.

Chairman DeBaggis, seconded by Mr. Bucci made a motion require verification at the time of the application submittal.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	

Mr. Tarkowsky asked, so we can just change the application to reflect that?

Chief Carcioppolo replied, yes, when we're going through that process. Instead of saying at the time of certification, it would just say at the time of application.

Mr. Tarkowsky replied, at the time the application is submitted, yes.

Chairman DeBaggis stated, okay. I wanted to advise the Commission that we've received approval from the Mayor to participate in the September 29, 2026 multi-regional firefighter examination. I don't know if we want to discuss the exam any further. If not, I will need a motion to authorize me to enter into the joint firefighter paramedic entrance examination participation agreement on behalf of Mayfield Village and Mayfield Village Civil Service Commission.

- . **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	

Chairman DeBaggis asked, Chief, with regard to extra credit, will there be any changes requested by the Fire Department?

Chief Carcioppolo replied, no sir.

Chairman DeBaggis stated, all right. Is there anything else that you wanted to have changed compared to the last time the exam was administered?

Chief Carcioppolo replied, no, not that I can think of.

Chairman DeBaggis stated, all right.

- . **Motion to keep the extra credit for the Firefighter Paramedic Entrance Examination Participation Agreement that has been used in past examinations.**

Chairman DeBaggis, seconded by Mr. Bucci moved to keep the extra credit for the Firefighter Paramedic Entrance Examination that has been used in past examinations.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL: Ayes: All Motion Carried
 Nays: None

- . **Motion to designate Chairman DeBaggis or his designee on behalf of the Civil Service Commission to attend and vote on actions taken at the meetings in preparation for the multi-regional examination.**

Mr. Bucci, seconded by Mr. Tarkowsky, made a motion to designate Chairman DeBaggis or his designee on behalf of the Civil Service Commission to attend and vote on actions taken at the meetings in preparation for the multi-regional examination.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL: Ayes: All Motion Carried
 Nays: None

Chairman DeBaggis asked, Chief, as far as physical agility, can you tell us what agencies are still administering the test?

Chief Carcioppolo replied, Tri-C and Auburn Career Center, and then we are also accepting the Firefighter Mile, and the CPAT test. The region agreed to accept all forms of physical agility because there's people coming from different areas that use different physical agility testing.

Chairman DeBaggis stated, all right. And what you've just outlined, those agencies are acceptable?

Chief Carcioppolo replied yes.

- . **Motion to approve Tri-C, Auburn Career Center, the Firefighter Mile or the CPAT test as acceptable forms of physical agility testing for the multi-regional examination.**

Chairman DeBaggis, seconded by Mr. Bucci moved to approve Tri-C, Auburn Career Center, the Firefighter Mile or the CPAT test as acceptable forms of physical agility testing for the multi-regional examination.

Chairman DeBaggis asked, any discussion?

There was none.

ROLL CALL:	Ayes: All	Motion Carried
	Nays: None	

. **Service Department**

Chairman DeBaggis stated, Service Director Frank Stupczy has advised that he has nothing to report to the Commission on behalf of the Service Department.

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 5:19 p.m.

Respectfully submitted,

Mary E. Betsa, MMC,
Civil Service Secretary