

**MINUTES OF THE CIVIL SERVICE COMMISSION MEETING**  
**September 14, 2022 – 8:00 A.M.**

**Members Present:** Chairman Jan Naso  
Commissioner Tom Kot  
Commissioner Lisa Zeno Carano

**Non-Members Present:** Mayor Dave Kline  
Dr. Don Cooper  
Director of Law Megan Raber  
Director of Public Service Mike Rorar  
Human Resource Director Jill Stritch

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The September 14, 2022 Civil Service Commission meeting was called to order. Minutes of the July 20, 2022 meeting were approved as published.

Chairman Naso stated that the first item on the agenda is to certify the eligibility list for the City of Tallmadge Fire Chief. As a review, we received ten applications; the screening of the applications was conducted on August 23<sup>rd</sup> by the Screening Committee to confirm qualification bonus points. The top five qualification bonus points scorers moved on to the Pradco Assessment Center. The Applicant Pradco Assessment scores were received by the Commission on September 9, then Civil Service added the qualification bonus points to the Pradco Assessment Center scores. The top three scores comprised of the qualification and assessment center points will now be certified unless there are any questions or comments. **None... then I move to certify the Tallmadge Fire Chief Eligibility List comprised of the top three applicants based on the applicants' total score of the qualification bonus points and Pradco Assessment Points. Motion was seconded with no discussion and passed.**

Mayor Kline thanked everyone for their service in putting that all together.

Mr. Rorar stated that all Full-Time Technicians I positions have been filled and probably we will ask that the list be dropped; we have no other applicants that we'd be interested in on that list. If some opening would occur, we'd ask to go back out. Mr. Naso asked him to send the clerk an email to terminate that list.

Mr. Naso stated that eight persons have been interviewed for the Assistant Road Superintendent position and it does not appear that any of those persons meet the qualifications that you wanted, so we have not certified anything for that. Mr. Rorar said that there is one applicant that we have some interest in, but it's still not a homerun hit, so that's why we haven't moved forward with it. Mr. Naso told him if at some point he wants to hire that person, we'll have to certify that list and until then, you can continue to interview people. Mr. Rorar asked if someone from Civil Service has to be there, Mr. Naso stated yes.

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Mayor Kline stated that six Fire Lieutenants are being sworn in tonight at 4:00 p.m. There were seven applicants on the list and after the interviews we whittled it down to the top six and made them tentative offers and they all agreed.

Chairman Naso announced that tonight is the entrance exam for the Full-Time Firefighter at 6:00 p.m. at the Community Center and there are 19 applicants.

Mr. Naso announced that Mrs. Ramsey passed away this past Wednesday. The exam for tonight is still going on; I don't know what's going to happen in the future.

We are also working with Sgt. McGee on an entrance exam for Police Officer. We're meeting with him today at 10:00 a.m. to discuss the agility test – how we've done them in the past and how we want to conduct them in the future. We'll be using the National Testing Network again, so we'll keep you updated on that.

Meeting adjourned at 8:05 a.m.

An audio file of this meeting is available in the Civil Service office.

Jan T. Naso, Chairman  
Civil Service Commission  
TALLMADGE OHIO

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