

City of Norwood Civil Service Commission
Council Chambers – 5:30 p.m.
December 10, 2025

The Norwood Civil Service Commission meeting was called to order at 5:30 p.m. by Chair Lynn Ellis with members Paul DiMario, Marty Kroell and Merit System Administrator Jean Tepe Tolbert present.

Absent:

Visitors: Firefighters

Minutes: The minutes of the regular meeting of October 8, 2025 were accepted as if read on the motion of Paul DiMario, seconded by Marty Kroell, with all present voting "AYE". There were no November minutes as there was no meeting.

Old Business

Updates from an email from Lori Zombeck:

- The Fire Captain assessment portion of the test was held on December 4, 2025.
- The new tax/account clerk starts the 1st week of January 2026.

New Business

- An employee has been hired for the Tax Department but there is still an open position in the department. Lori Zombeck and Tax Commissioner Tim Wagers request an extension on the hiring process which allows for a verbal interview then have a number of mathematical/tax questions to conclude the interview. On the motion of Paul DiMario, seconded by Marty Kroell, it was moved to approve the request will all present voting "AYE".
- A test for Fire Lieutenant is necessary. The Fire Chief's Association can handle the testing and assessment however, the cost per candidate is \$1,000 and there is a potential for twenty-seven (27) candidates. After much discussion and some input from the firefighters in attendance, it was decided that we would request that Lori Zombeck investigate testing/assessment options. Jean Tepe Tolbert will check on our budget and will also contact the Fire Chief's Association to request a list of study materials for a Lieutenant test.
- Marty Kroell will serve as Chair for 2026
- Paul DiMario's appointment expires at the end of 2025 but we have requested that the Mayor extend his appointment.

Upcoming Tests – Fire Lieutenant TBD

Adjournment

On the motion of Paul DiMario, seconded by Marty Kroell, it was moved to adjourn the meeting at 5:56 pm with all present voting "AYE".

Next meeting: Wednesday, January 14, 2026 at 5:30 pm in Council Chambers of City Hall.

Respectfully Submitted,

Jean Tepe Tolbert
Merit System Administrator

Commissioner

DATE _____