

City of Norwood Civil Service Commission
Council Chambers – 5:30 p.m.
March 11, 2026

The Norwood Civil Service Commission meeting was called to order at 5:30 p.m. by Chair Marty Kroell with Paul DiMario and Jean Tepe Tolbert in attendance. Lynn Ellis was absent.

Absent: On the motion of Paul DiMario, second by Marty Kroell it was moved to excuse the absent member with all present voting “AYE”.

Visitors: Human Resource Director Lori Zombek and Nancy Prosser.

Minutes: The minutes of the regular meeting of February 11, 2026 were accepted as if read on the motion of Paul DiMario, seconded by Marty Kroell, with all present voting “AYE”.

Old Business

Lori Zombek reported:

- Fire Lieutenant test – the written test is to be held on April 22, 2026 at the Norwood Community Center at 6:00 p.m., and the verbal interviews will be held the following week.
- Police Lieutenant test questions will be provided by National Testing Network (NTN) and will be held on April 13, 2026 at the Police Training Facility at 6:00 p.m. with oral interviews scheduled the following week(s).

- **New Business**

- Fire Driver/Operator Promotional Test – needed as people move up the ranks. The Ohio Fire Chief’s Association has provided an updated list of study materials which will be posted for study. A request for the test will be made probably at the April Civil Service meeting.
- Assistant Public Works Superintendent – the current Assistant Superintendent RJ Strange has been promoted to the Superintendent position so there is a need to internally post the Assistant position. Two (2) qualified people must sign for a promotional exam or the position will be posted externally. A request for a test will probably be made at the April meeting.

Upcoming Tests

- Fire Lieutenant – April 22, 2026
- Police Lieutenant – April 13, 2026

Open Discussion

- None

Adjournment

On the motion of Paul DiMario, seconded by Marty Kroell, it was moved to adjourn the meeting at 5:45 pm with all present voting “AYE”.

Next meeting: Wednesday, April 8, 2026 at 5:30 pm in Council Chambers of City Hall.

Respectfully Submitted,

Jean Tepe Tolbert
Merit System Administrator

Commissioner

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