

CIVIL SERVICE COMMISSION

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COMMISSIONERS
Thomas P. Kemp
Charles D. Clapper
Jeffrey E. Fort
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION February 5, 2020

The Civil Service Commission met on Wednesday, January 15, 2020, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Tom Kemp, Chuck Clapper, and Jeff Fort, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Essex, Human Resources Director; Matt Stoffel, Superintendent, Public Works Department; and Dave Honse, Supervisor, Public Works Department.

A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the January 15, 2020 meeting be approved as corrected. Said motion was seconded by Jeff Fort, unanimously approved, motion carried and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. The examinations for Water Meter Reader I will be administered at 3:00 p.m. and 6:30 p.m. on February 13, 2020.

New Business:

1. New Appointments:

- a. Police Officers, Findlay Police Department –

Justin Jolliff, Kyle Bormuth, and Matthew Schroeder, effective February 3, 2020.

- b. Public Works Maintenance Worker I, Public Works Department –

Matthew Huth, effective February 10, 2020
Carter Gilmore, effective February 24, 2020
Ronald (Evan) Naliborski, effective February 24, 2020
Harley Heldman, effective February 25, 2020

2. Retirements:

a. Firefighters, Findlay Fire Department –

Graham Thomas, effective March 1, 2020

Matt Pickett, effective March 19, 2020

b. Chief of Police, Findlay Police Department –

John Dunbar, effective May 3, 2020

3. A request was received on February 5, 2020 from Safety Director Paul Schmelzer to schedule a promotional examination for Chief of Police.

4. Firefighter Jason Mattox passed his probationary Firefighter examination on January 29, 2020.

C. Discussion was held on the following:

1. Request from Don Essex, Human Resources Director, for discussion of an employee request to transfer to the vacant Water Meter Reader I position. Don informed the Civil Service Commission that this item has been rendered moot.
2. Request from Dave Honse, Supervisor for the Public Works Department, for discussion if seasonal employees can be appointed to full-time positions upon receiving a CDL certification. Tom Kemp stated that a CDL is not a substitute for testing skills and, if possible, classified positions should be tested. Jeff Fort stated that he is concerned about consistency and an even playing field for all. Matt Stoffel and Dave Honse informed the Commission that it's a great way to train employees because they're hired seasonally and trained by the Public Works Department prior to receiving a full-time appointment. Tom Kemp commented that passing a CDL doesn't mean the individual has the job, it's just a skill set.

Don Essex asked if CDL's are considered certification and would a position that requires a CDL justify not requiring a civil service test? Don stated that if the supervisor knows the seasonal employee's work, it's fair to hire the candidate. Tom Kemp stated that a CDL does not preclude testing.

The Commission determined that the criteria order for placement into a position is as follows:

- a. An individual can be placed in a temporary position for two seasons and must obtain a CDL.
- b. The employee must pass a civil service test.
3. The Year-to-Date Budget Report was reviewed.
4. The 2019 Annual Report was reviewed.

Action Items:

1. Deidre Ramthun contacted the Computer Services Department to ask if they have any information regarding test tracking and grading of tests. The Computer Services Department has no information on grading of exams and recommended checking on-line digital sites.
2. Don Essex will send an e-mail to the Ohio Municipal League requesting contact names of Civil Service Commission members and their clerk in order to set up a meeting to discuss resources, testing, common concerns, issues, and other information.
3. Don Essex informed the Commission that Doug Marshall, Findlay Police Officer, told him that a teacher at Findlay High School is interested in having students in the Media Department create a video highlighting the City of Findlay.

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, March 4, 2020, in Conference Room 1 located on the third floor of the Municipal Building.

There being no further business to come before the Commission, a motion to adjourn was made by Chuck Clapper and seconded by Jeff Fort. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Christina Muryn
Paul Schmelzer, Director of Safety, City of Findlay
Brian Thomas, Director of Service/Acting Engineer, City of Findlay
Don Rasmussen, Law Director, City of Findlay
Don Essex, Human Resources Director, City of Findlay
Police Chief John Dunbar, City of Findlay
Doug Marshall, President, OPBA, City of Findlay
Fire Chief Joshua Eberle, City of Findlay
Matt Cooper, President, IAFF Local 381, City of Findlay
Matt Stoffel, Superintendent, Public Works Department
Dave Honse, Supervisor, Public Works Department
Edward Kurt, Superintendent, Findlay City Schools
Troy Roth, Assistant Superintendent, Findlay City Schools
Debi Ward, Human Resources Secretary, Findlay City Schools
Dennis Doolittle, Facilities Director, Findlay City Schools
Nichole Conley, President of Custodian Union, Findlay City Schools