

# CIVIL SERVICE COMMISSION

318 DORNEY PLAZA  
MUNICIPAL BUILDING -ROOM 303  
FINDLAY, OHIO 45840  
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**COMMISSIONERS**  
Thomas P. Kemp  
Charles D. Clapper  
Jeffrey E. Fort  
Deidre Ramthun – Clerk

## MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION June 24, 2020

The Civil Service Commission met on Wednesday, June 24, 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; Don Rasmussen, City Law Director; Matt Stoffel, Superintendent, Public Works Department; Dave Honse, Supervisor, Public Works Department; Jeff Betts, Supervisor, Water Treatment Plant; and Jason Phillips, Superintendent, Water Treatment Plant.

A. Approval of Minutes:

A motion was made by Chuck Clapper to approve the minutes from the March 4, 2020 meeting. Said motion was seconded by Jeff Fort, unanimously approved, motion carried and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. A request was received on March 9, 2020 from Service Director Brian Thomas for certification of one additional name from the Water Meter Reader eligible list to replace the name of Ira Mansfield who exercised his waiver right. One name was certified on March 9, 2020.

A request was received on March 10, 2020 from Service Director Brian Thomas for certification of one additional name from the Water Meter Reader eligible list to replace the name of Beau Veach who exercised his waiver right. One name was certified on March 10, 2020.

Don King V was appointed to the vacant Water Meter Reader position effective May 18, 2020.

2. The promotional examination for Chief of Police was administered on May 6, 2020.
  - 4 – Letters of Intent Filed
  - 4 – Sat for Test
  - 1 – Did Not Pass
  - 3 – Passed

A request was received from Safety Director Paul Schmelzer for certification of names from the Police Chief eligible list. Three names were certified on June 2, 2020. Interviews were held on June 18, 2020.

Captain Robert Ring will be promoted to Chief of Police for the City of Findlay effective July 6, 2020.

It was determined that there was no need for discussion of the promotional examination and the Memorandum of Understanding for Chief of Police in reference to the pending vacant Captain position.

New Business:

1. A request was received on June 24, 2020 from Safety Director Paul Schmelzer for certification of names from the Police Chief eligible list for the vacant Captain position in the Findlay Police Department.
2. A request was received on June 24, 2020 from Safety Director Paul Schmelzer for certification of names from the eligible list for Fire Captain.
3. A request was received from Don Essex, Human Resources, Director, to transfer Briar Courtney from a Waterline Maintenance Worker position in the Water Distribution Department to a Public Works Maintenance Worker in the Public Works Department. Don informed the Commission that the Job Descriptions are similar. After brief discussion, a motion was made by Chuck Clapper to accept the transfer. Said motion was seconded by Jeff Fort, and the motion was unanimously carried.

If the vacant Waterline Maintenance Worker position in Water Distribution is to be filled, an open competitive civil service examination will need to be administered.

4. Officer Paul Frey passed the probationary Police Officer examination on April 22, 2020.
5. Retirement of City of Findlay classified employees:
  - a. Rich Westover from the Findlay Fire Department effective May 7, 2020.
  - b. Bryon Deeter from the Findlay Police Department effective July 4, 2020.
6. Resignation of City of Findlay classified employee:
  - a. Lucas Benjamin from the Findlay Police Department effective June 16, 2020.

C. Discussion was held on the following:

1. The quote from KanDu Group for shredding of records retention documents is \$35.00.

2. The Annual Report of Activities was e-mailed to the State Personnel Board of Review on March 12, 2020.
3. The Year-to-Date Budget Report was reviewed.

Action Items:

1. A motion was made by Chuck Clapper to approve the payment of \$603.00 to West Payment Center for the office copy of the 2020 Ohio Civil Service and Collective Bargaining Laws and Rules. Said motion was seconded by Jeff Fort and was unanimously approved.
2. A motion was made by Jeff Fort to approve the payment of \$1,127.60 to Clancy and Associates for administering the promotional examination for Chief of Police. Said motion was seconded by Chuck Clapper and was unanimously approved.

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, August 5, 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 Robert Ring, 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