

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
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FINDLAY, OHIO 45840
Telephone(419)424-7112

COMMISSIONERS
Jeffrey E. Fort
Charles D. Clapper
Thomas P. Kemp
Amy Hayslett – Admin. Asst.

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION **February 2, 2022**

The Civil Service Commission met on Wednesday, February 2, 2022 in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Jeff Fort, Chuck Clapper, Tom Kemp; Police Chief Robert Ring, Human Resources Director Don Essex, Deidre Ramthun, and Amy Hayslett, Administrative Assistant to the Commission.

A. Approval of Minutes:

A motion was made by Tom Kemp to approve the minutes from the January 5, 2022 meeting. Said motion was seconded by Chuck Clapper, unanimously approved, motion carried and minutes adopted.

B. Amy Hayslett reported the following:

Unfinished Business:

1. Discussion of Police Officer Lateral Transfer Policy was tabled pending the written request of a legal opinion from Don Rasmussen, City Law Director, regarding the cutoff age for the Police Officer Lateral Transfer Policy proposed by Chief Ring. Don Rasmussen has verbally stated that the proposed cutoff age for the Lateral Transfer Policy of 38 is legal, however; he has not responded to multiple requests by the Commission to confirm his opinion in writing. Tom Kemp made a motion to contact Don Rasmussen with an email stating that if he does not respond to said email within a reasonable time, the email will then constitute his legal opinion. Chuck Clapper seconded the motion, unanimously approved and motion carried.
2. Don Essex, Human Resources Director, continued his discussion with the Commission, tabled from the October 6, 2021 meeting, about the possibility of administering one civil service test for multiple classified positions. Don stated that due to the fact that there are 20 different jobs each with their own job description there only appeared to be two positions (Sewer Maintenance Worker and Waterline Maintenance Worker) where combining them would even be feasible. Deidre Ramthun, the past Clerk for the Commission, stated that Clemans Nelson, a consulting firm, recommended that the test NOT be combined because it opens up the City of Findlay to liability and is not cost beneficial. Commission decided to continue proceeding with a separate test for each position as it is not feasible or financially responsible to do otherwise.

New Business:

1. The Police Dispatch Examination was administered on January 11, 2022 and January 12, 2022 as follows:

- 12 – Applicants
- 6 – Signed up for Exam
- 3 – No Shows
- 3 – Did Not Pass
- 0 - Passed

2. Chief Ring asked the Commission if he could interview/hire the three Dispatch candidates who did not pass the exam. Commission stated that a candidate must pass an exam in order to be eligible for certification; however, Chief Ring can either reexamine the test and lower the testing score threshold, or potentially hire someone on a temporary assignment. Due to lack of interest in the position, Chief Ring did not want to go through the testing process again. Upon further discussion, it was decided to include the interview as part of the testing process. A motion was made by Tom Kemp that all applicants be accepted and their respective scores construed as passing per Chief Ring's reevaluation of the test scores. Chuck Clapper seconded the motion. Said motion was unanimously approved and motion carried.
3. Computer Services communicated to the Commission that six laptops were needed in order for the Commission to administer the Police Dispatch Examination. The Commission has currently been borrowing four laptops from the Police Department. The Commission inquired to Chief Ring if the Police Department would be willing to purchase the additional necessary laptops as the Dispatch Examination is the only Examination that requires a computer. The Commission has no place to store the laptops, does not have money in the budget for them, and has no need for them outside of this particular test. The Commission felt it would not be wise to spend money on equipment that is used once per year and becomes obsolete after 18 months. Chief Ring stated that he does not have money in the budget this year, but will look into purchasing for next year.

The Commission also discussed the need to look into how it would test for future "laptop-required" exams – renting laptops, asking candidates to bring their own, etc. The Commission will evaluate the available options prior to said exam.

4. Officers Josh Bortel and Mason Warnimont passed the police probationary test on January 7, 2022.
5. Firefighter Craig Picklesimer passed the firefighter probationary test on January 26, 2022, and firefighters Nicholas Fazzio and Lucas Hastings passed the firefighter probationary test on January 27, 2022.

6. Don Essex asked the Commission if an employee who has already completed a probationary period, as required by the Ohio Revised Code, must complete another probationary period if that same employee is transferring to another classified position in a different department. Don Essex stated that the City would like the employee to have to go through a new probationary period; that way, there is an option of removal if said employee does adequately perform the job duties. The concern is that if the employee needs to be removed does said employee have a right to the previous position that he left, knowing that the previous position may be filled with a new employee. The Commission advised Don Essex that this issue is a question for the City Law Director, Don Rasmussen, not the Commission.
7. A Post Review of the Sewer Maintenance Test was held with Dave Beach, Supervisor of the Water Pollution Control Center, on January 7, 2022. He felt it was a good test and offered no suggestions for modifications of the testing process.
8. Colton Kidd was appointed to the position of Sewer Maintenance Worker I in the Water Pollution Control Center with an effective hire date of January 24, 2022.

C. Discussion was held on the following:

1. A motion was made by Tom Kemp to approve the adoption of the Annual Report to the City. Said motion was seconded by Chuck Clapper and unanimously carried.
2. The Year-to-Date Budget Report was reviewed.

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, March 2, 2022, in the large conference room 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 Jeff Fort and seconded by Chuck Clapper. Motion carried.

Respectfully submitted,

Amy Hayslett
Administrative Assistant

Copies to: Commission Members
Mayor Christina Muryn
Rob Martin, Service-Safety Director, 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
Troy Roth, 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