

# CIVIL SERVICE COMMISSION

318 DORNEY PLAZA  
MUNICIPAL BUILDING -ROOM 303  
FINDLAY, OHIO 45840  
Telephone(419)424-7112 • Fax (419)424-7245

**COMMISSIONERS**  
Charles D. Clapper  
John T. Urbanski  
Thomas P. Kemp  
Deidre Ramthun – Clerk

## MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

June 6, 2018

The Civil Service Commission met on Wednesday, June 6, 2018, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Chuck Clapper, John Urbanski, and Tom Kemp; and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Rasmussen, Law Director; Don Essex, Human Resources Director; Chief Joshua Eberle, Fire Department; Chief John Dunbar, Police Department; and Matt Stoffel, Superintendent, Public Works Department.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the May 2, 2018 meeting be approved as circulated. Said motion was seconded by John Urbanski, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. The second promotional examination for Police Captain will be administered on August 23, 2018. The Commission decided to use the same reference material study list that was used for the first promotional examination. They wouldn't recommend making adjustments to the agency specific questions as discussed with Chief Dunbar and Kevin Nietert, President of Clancy and Associates, for the second promotional examination to keep it equal between the candidates. Adjustments will be made to questions on future tests so the questions are more straight-forward. The Preliminary Notice of Examination will be posted today.
2. Five candidates filed a Civil Service Application for the examination for Traffic Signal Electrician Assistant II. This test will be administered on June 7, 2018 at 6:30 p.m. at Glenwood Middle School.

New Business:

1. Retirement: (City of Findlay)
  - a. John Krynock, Parks Department, Public Works, effective June 15, 2018.

2. Appointment: (City of Findlay)
  - a. Bradley Woodruff, Groundskeeper, Public Works Department, effective May 21, 2018.
  - b. Brooke Weininger, Graduate Engineer, Engineering Department, effective May 29, 2018.
  - c. Kasey Adelsperger, Ryan Tittle, Jr., and Alec Traxler, Police Officers, Findlay Police Department, effective August 2018.
3. Resignation: (Findlay City Schools)
  - a. Susan Stoffel, Secretary at Whittier School, effective June 8, 2018.
4. Reclassification: (Findlay City Schools)
  - a. Heather Franks, Transportation Secretary, from 235 days to 214 days effective July 1, 2018.
  - b. Stephanie Inbody, High School 260 day Secretary to Whittier 214 day Secretary, effective July 30, 2018.
5. A request was received from Safety Director Paul Schmelzer to expire the current Firefighter eligible list and schedule an entry level examination. A motion was made by Tom Kemp to expire the current Firefighter eligible list and schedule an entry level examination. Said motion was seconded by John Urbanski and was unanimously approved. The application filing period will be June 13 through July 5 and the written examination will be administered on July 17, 2018 at 6:30 p.m. in the Findlay High School cafeteria. The physical agility test will be administered on August 25, 2018 at 9:00 a.m. in the Municipal Building.

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.
2. Don Essex provided the Commission with a list of appointed and classified positions. The Commission has not historically tested for unskilled labor. Discussion held about CDL licensing and if positions requiring a CDL license should be tested. Testing is based on the job description requirements.

Don Essex will create a list of positions with their current classification status. He will review each employee's classification, eliminate the appointed positions, and provide job descriptions for the Commission's review regarding testing. This list is to include a column of what is currently tested and the Administration's interpretation of what should be tested.

D. Action Items:

1. A motion was made by John Urbanski to approve the payment of \$600 (\$300 each) to Central Behavioral Healthcare for pre-employment psychological evaluations for new hire Police Officers Kasey Adelsperger and Ryan Tittle, Jr. Said motion was seconded by Tom Kemp and was passed unanimously.
2. A motion was made by Tom Kemp to approve the payment of \$730.91 to Findlay Publishing Company for the legal ad for the Traffic Signal Electrician Assistant II examination. Said motion was seconded by John Urbanski and was passed unanimously.
3. A motion was made by John Urbanski to approve the payment of \$456.00 to West Payment Center for the Ohio Civil Service & Collective Bargaining Book (Ohio Revised Code). Said motion was seconded by Tom Kemp and was passed unanimously.
4. A motion was made by Tom Kemp to approve the payment of an invoice for \$300.00 from Central Behavioral Healthcare for a pre-employment psychological evaluation for new hire Police Officer Alec Traxler. Said motion was seconded by John Urbanski and was unanimously passed.
5. A motion was made by John Urbanski to approve the payment of an invoice for \$2,259.00 (\$753.00 each) from N.W.O. for three pre-employment physicals for new hire Police Officers Kasey Adelsperger, Ryan Tittle, Jr., and Alec Traxler. Said motion was seconded by Tom Kemp and was unanimously passed.

The next meeting of the Civil Service Commission will be held on Wednesday, July 11, 2018, at 11:30 a.m. in conference room 1.

There being no further business to come before the Commission, a motion to adjourn was made by Tom Kemp and seconded by John Urbanski. Motion carried.

Respectfully submitted,



Deidre Ramthun  
Clerk

**Copies to: Commission Members**

**Mayor Lydia Mihalik**

**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**

**Edward Kurt, Superintendent, Findlay City Schools**

**Troy Roth, Assistant Superintendent, Findlay City Schools**

**Debi Ward, Human Resources Secretary, Findlay City Schools**

**Dennis McPheron, Facilities Director, Findlay City Schools**

**Nichole Conley, President of Custodian Union, Findlay City Schools**