

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING - ROOM 303
FINDLAY, OHIO 45840
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COMMISSIONERS
Charles D. Clapper
Thomas P. Kemp
Barbara D. Larick
Deidre Ramthun – Clerk/Secretary

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION October 1, 2014

The Civil Service Commission met on Wednesday, October 1, 2014, 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, Tom Kemp, and Barb Larick; Deidre Ramthun, Clerk/Secretary to the Commission; Don Essex, Director of Human Resources and Performance Excellence; Don Rasmussen, Law Director; Police Chief Greg Horne; and Dave Moore, Findlay Resident.

- A. A motion was made by Barb Larick that the minutes from the September 3, 2014 meeting be approved as written. Said motion was seconded by Tom Kemp, unanimously approved, motion carried and minutes adopted.
- B. Deidre Ramthun reported the following:
1. Officer Chad McMonigal resigned from the Police Department effective September 8, 2014.
 2. James Fox was appointed to a vacant Utility Maintenance Mechanic I position in the Water Pollution Control Department effective September 22, 2014.
 3. Cherrie Miller was appointed to a Custodian position at Findlay City Schools effective October 1, 2014.
 4. Laid off probationary Firefighters Daniel Dewyre and Daniel Smith informed the Administration on September 29, 2014 that they do not wish to seek re-employment with the City of Findlay Fire Department.
- C. Discussion was held on the following:
1. The Year-to-Date Budget Report was reviewed.
 2. Classification and hiring of Fleet Manager in the Police Department. Ray Hecker will be retiring in December 2015 and Chief Horne would like to hire his replacement in August 2015. The Chief and Don Essex will create a classification title and job description form for Fleet Manager. The position will require certification of maintenance mechanic. The Commission requested this item continue as an open item for further discussion at future meetings.

3. Don Rasmussen presented a proposed pre-employment contract for new hire entry level Police Officers. The Commission suggested that this contract be discussed with the Union. Don Rasmussen will also ask a State Administrative Law Judge for an opinion of the contract.
4. The Commission discussed the revision of the Civil Service Rules and Regulations. The public notice as to the adoption, amendment, or rescission of any rule of the Commission must be filed and given to the local news media and the Mayor thirty days prior to any public hearing and consideration of the rule per Administrative Code 124-17-02. The public hearing will be held prior to the next Civil Service Commission meeting for approval and discussion of any proposed changes to the revised rules and regulations. The meeting is scheduled for November 19, 2014 at 11:30 a.m. in conference room 1 in the Municipal Building. The regularly scheduled Civil Service Commission meeting shall directly follow the public hearing.
5. A request was received on September 26, 2014 from Service-Safety Director Paul Schmelzer to expire the current Police Officer exam and eligible list. A motion was made by Tom Kemp to accept the request to expire the Police Officer test and administer a new entry level test. Said motion was seconded by Barb Larick and was approved unanimously.
6. A request was received on September 26, 2014 from Service-Safety Director Paul Schmelzer to administer an entry level Police Officer test.
7. A request was received from Service-Safety Director Paul Schmelzer on September 26, 2014 to administer a promotional test for Police Lieutenant. The Commission requested that Deidre Ramthun request a Resolution of Transfer of Funds from Council to encumber the test expenses from the 2014 budget.

D. Action Items:

1. Request received from Chief Horne on September 16, 2014 for an additional 90-day extension for the appointment to the position of Sergeant. A motion was made by Barb Larick to approve the request for the additional 90-day extension of the certification of names from the Police Sergeant list. Said motion was seconded by Tom Kemp and was unanimously approved.
 2. The Commission reviewed the Unclassified Civil Service form provided by Don Essex. A motion was made by Barb Larick to accept the Unclassified Civil Service form with the addition of the date of signature of the person affected. Said motion was seconded by Tom Kemp and was unanimously approved.
- E. The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, November 19, 2014, 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 Tom Kemp and seconded by Barb Larick. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk/Secretary

Copies to: Commission Members

Mayor Lydia Mihalik

Paul Schmelzer, Service-Safety Director, City of Findlay

Don Rasmussen, Law Director, City of Findlay

Don Essex, Director of Human Resources and Performance Excellence, City of Findlay

Police Chief Greg Horne, City of Findlay

Darin Lawrence, President, OPBA, City of Findlay

Fire Chief Thomas Lonyo, City of Findlay

Matt Cooper, President, IAFF Local 381, City of Findlay

Craig Kupferberg, Assistant Superintendent, Findlay City Schools

Julie Baker, Human Resources Coordinator, Findlay City Schools

Dennis McPheron, Facilities Director, Findlay City Schools

Gary Brondes, President of Custodian Union, Findlay City Schools