

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 November 19, 2014

The Civil Service Commission met on Wednesday, November 19, 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; and Don Rasmussen, Law Director.

- A. A motion was made by Barb Larick that the minutes from the October 1, 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. Gary Brann resigned from a Street Worker position in the Street Department effective October 15, 2014. Don Essex informed the Commission that Josh Jansen, a seasonal employee, was hired to the vacant Street Worker position effective November 10, 2014.
 2. Richard Gonzelez was hired effective October 12, 2014 to a Firefighter position. He was a probationary Firefighter who was laid off on May 12, 2013.
 3. Michael Knight was hired effective October 6, 2014 and Travis Bohn was hired effective October 7, 2014 to Waterline Maintenance Worker positions in Water Distribution.
 4. The following Police Officers passed the Probationary Police Officer test:
 - a. Kevin Cieplowski on October 31, 2014
 - b. Andrew Rudnik on November 12, 2014
 - c. Jordan Cramer on November 17, 2014
 5. Interviews for Sergeant will be held on November 21, 2014.
- C. Discussion was held on the following:
1. New position in 2015: Zoning Coordinator for the Zoning/N.E.A.T. Departments – Don Essex informed the Commission that the proposal for the new Zoning Coordinator position in the Zoning/N.E.A.T. Departments has been removed from the 2015 budget.

2. To date, sixty-four (64) applications were filed for the entry-level Police Officer examination. The written exam will be administered at 6:30 p.m. on December 2, 2014 in the Findlay High School cafeteria. The physical agility test will be scheduled sometime the second or third week of January 2015 pending confirmation from the University of Findlay. Don Essex informed the Commission that he will make recommendations regarding a better way to advertise for overall outreach to minority candidates for the Safety Forces.
3. Classification and hiring of Police Department Fleet Manager in August 2015 – Don Essex will forward the job description form for the Fleet Manager to the Civil Service Office. This item was tabled.
4. Review of CritiCall Dispatcher test – A positive post review of the CritiCall Dispatcher test was received from Nancy Clifford-Sherman. She stated that this test was successful and provided qualified candidates for Dispatcher positions.
5. The Year-to Date Budget Report was reviewed.
6. The Budget Hearing meeting with Council for the proposed 2015 budget will be held on December 11, 2014 in conference room 1. Upon receipt, the meeting time schedule will be forwarded to the Commission.

D. Action Items: None

E. The next Civil Service Commission meeting will be scheduled on a mutually agreeable date.

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 McPherson, Facilities Director, Findlay City Schools
Gary Brondes, President of Custodian Union, Findlay City Schools