

CIVIL SERVICE COMMISSION

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

COMMISSIONERS
Thomas P. Kemp
Barbara D. Larick
Charles D. Clapper
Deidre Ramthun – Clerk/Secretary

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION **January 7, 2015**

The Civil Service Commission met on Wednesday, January 7, 2015, 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, and Barb Larick; Deidre Ramthun, Clerk/Secretary to the Commission; Paul Schmelzer, Service-Safety Director; Don Essex, Director of Human Resources and Performance Excellence; Don Rasmussen, Law Director; Matt Cooper, President, IAFF Local 381; Matt Traver, Battalion Chief. Commission member Chuck Clapper was not in attendance due to illness.

A. A motion was made by Barb Larick that the minutes from the November 19, 2014 meeting be adopted as circulated. Said motion was seconded by Tom Kemp, unanimously approved, motion carried and minutes adopted.

B. Deidre Ramthun reported the following:

1. Election of Civil Service Commission Chairman and Vice Chairman for 2015 –

A motion was made by Barb Larick to nominate Tom Kemp as the Chairman. Said motion was seconded by Tom Kemp, and the motion was unanimously carried. A motion was made by Tom Kemp to nominate Barb Larick as Vice Chairman. Said motion was seconded by Barb Larick, and the motion was unanimously carried. Tom Kemp was elected as Chairman and Barb Larick was elected as Vice Chairman for the Civil Service Commission for 2015.

2. Entry Level Police Officer Examination –

Sixty-nine (69) applications were timely filed, there were twelve (12) no shows, six (6) did not pass, and fifty-one (51) passed the written examination. The Physical Agility test is scheduled for 6:00 p.m. on January 26, 2015 at the Koehler Center located on the University of Findlay campus.

3. Matthew Rayle was appointed to a Waterline Maintenance Worker position, Water Distribution Department, effective December 1, 2014.

4. Promotion of Police Officer Brian Dill to Sergeant effective December 1, 2014.

5. Reclassification of Fire Battalion Chief Matthew Traver to Battalion Chief 40 Hour Week effective November 23, 2014.

6. Termination of Sergeant David Hill from the Police Department effective November 12, 2014.
7. Retirement of Lynn Ritchie, Computer Services Department, effective December 31, 2014.
8. Retirement of Fire Chief Thomas Lonyo effective January 11, 2015.
9. Retirement of Police Lieutenant Scott Lowery effective January 16, 2015.
10. Budget change in pay for Glen Springer from Engineering to 100% Street Department effective January 1, 2015.
11. Request received on January 7, 2015 from Service-Safety Director Paul Schmelzer to administer a promotional examination for Fire Chief. This promotional examination will be scheduled with Retired Deputy Chief Tom Talcott, Ohio Fire Chief's Association, as soon as possible.
12. Annual Report is due to the Mayor's Office by January 30, 2015.

C. Discussion was held on the following:

1. Reclassification of Mike Gallaher (per Don Essex) –

The Human Resources Department has updated the Job Description for Mike Gallaher's position and recommends that Mike be reclassified from a Maintenance IV position to an Operations/Scheduler Supervisor position. Mike has signed a letter accepting the unclassified position. Don Essex will forward a copy of the signed letter to the Civil Service Office for our records.

2. N.E.A.T. Department Clerk/Code Enforcement Coordinator for consideration of reclassification of this position (per Don Essex) – The Human Resources Department has reviewed the updated Job Description with Becky Greeno, N.E.A.T. Department Clerk. Paul Schmelzer, Service-Safety Director, would like the Zoning and N.E.A.T. Departments to eventually function as one unit. The job title will be revised to Code Enforcement Coordinator but the position will remain as a classified position.
3. The Year-to Date Budget Report was reviewed.

D. Action Items:

1. Approval of recommended booklist received from Chief Lonyo for the promotional examination for Fire Chief –

A motion was made by Tom Kemp to accept the recommended booklist received from Chief Lonyo for the Fire Chief promotional test. Said motion was seconded by Barb Larick, and was unanimously approved.

E. The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, February 4, 2015, 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 Barb Larick and seconded by Tom Kemp. 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

Battalion Chief Matthew Traver, 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