

CIVIL SERVICE COMMISSION

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION **February 4, 2015**

The Civil Service Commission met on Wednesday, February 4, 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, Barb Larick, and Chuck Clapper; Deidre Ramthun, Clerk/Secretary to the Commission; Paul Schmelzer, Service-Safety Director; Don Rasmussen, Law Director; Matt Traver, Battalion Chief/Interim Fire Chief; Matt Cooper, President, IAFF Local 381.

- A. A motion was made by Barb Larick that the minutes from the January 7, 2015 meeting be adopted as circulated. Said motion was seconded by Chuck Clapper, unanimously approved, motion carried, and minutes adopted.

Deidre Ramthun reported the following:

1. 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. Fifty-one (51) candidates were eligible to take the physical agility portion of the entry level Police Officer examination. There were twelve (12) no shows, five (5) did not pass, and thirty-four (34) passed the physical agility test.

The Commission requested that it be noted in the minutes that the Clerk/Secretary expedited the test results to establish the Police Officer eligible list so names could be certified for interview as soon as a request is received from the Service-Safety Director.

2. Officer Michael Cooley passed the probationary Police Officer examination administered on January 14, 2015.
3. Request received on January 12, 2015 from Service-Safety Director Paul Schmelzer for certification of three names from the Fire Captain eligible list due to the retirement of Captain Brown in September 2014 and the current low complement of officers. Three names were certified on January 12, 2015.

Request received from Service-Safety Director Schmelzer on January 20, 2015 for certification of one additional name from the Fire Captain list because the Administration has decided to move forward with two promotions based on a recent retirement, an individual on military leave, and the pending Chief promotion. One additional name was certified on January 20, 2015.

Interviews were held on January 30, 2015. Jim Atchison and Joel Rampe were appointed to the two Fire Captain positions effective February 1, 2015.

4. Removal of Chad Weaver from the Fire Captain eligible list effective January 30, 2015, per language in the Collective Bargaining Agreement which states that applicants who are considered for promotion three (3) times and who are not promoted shall no longer be considered for promotion until a new Civil Service test is given, when this procedure shall be repeated.
5. The Annual Report was submitted to the Mayor's Office on January 27, 2015.
6. The Report of Activities form must be filed with the State Personnel Board of Review on or before April 13, 2015. This report must also include the Annual Report and a copy of the current Rules and Regulations.
7. The Auditor's Office received payment of \$19,637.27 on February 2, 2015 from Findlay City Schools for their share of 2014 civil service expenses.

B. Discussion was held on the following:

1. Request received on January 7, 2015 from Service-Safety Director Paul Schmelzer to administer a promotional examination for Fire Chief. This exam has been scheduled for April 9, 2015. Discussion was held regarding the testing process. The Collective Bargaining Agreement states that if less than three (3) Battalion Chiefs file Letters of Intent to sit for the promotional examination for Fire Chief, any Captain who has successfully completed their probationary period and who has at least fifteen (15) years of full-time employment with the City of Findlay prior to the date of the examination, shall become eligible for promotion. If this occurs, additional time would be required to administer the test. Matt Cooper, Union President, would like to initially post the Preliminary Notice of Examination to the Battalion Chiefs, then post a Preliminary Notice of Examination to the Captains, if necessary. Administration is in agreement. The Commission directed Deidre to contact Retired Deputy Chief Tom Talcott, Ohio Fire Chief's Association, to reschedule the date of the written promotional test for the end of April or early May 2015. If three (3) Battalion Chief's sign up for the exam, but less than three (3) actually appear to take the exam, then we will need to start this process all over again [since there will not be three (3) candidates to move on to the Promotion Board]. The Commission emphasized that three (3) candidates must pass the promotional examination with a minimum of 70% to be certified on the eligible list. If three (3) candidates do not pass the written examination, the test would be disqualified and another test would be administered. The Administration and the Union will discuss and agree, in the near future, whether the Promotion Board will require the top three (3) candidates to take an Assessment Center or a matrix similar to what was done with respect to the recent police promotional process. Service-Safety Director Schmelzer stated that if three (3) Battalion Chief's take and pass the test, then he would not ask for the Assessment Center. If, however, it is the Captain's taking and passing the test, then there would be a need for an Assessment Center.

2. The Year-to Date Budget Report was reviewed.

C. Action Items:

1. A motion was made by Barb Larick to approve the payment of \$780.98 to Findlay Publishing Company for the legal ad for the entry level Police Officer examination. Said motion was seconded by Chuck Clapper, and was unanimously approved.
2. A motion was made by Barb Larick to approve the payment of \$390.00 to Keith Beck, University of Findlay, for the professional fee for assisting with the entry level Police Officer physical agility test administered on January 26, 2015. Said motion was seconded by Chuck Clapper, and was unanimously approved.
3. A motion was made by Barb Larick to approve the payment of \$390.00 to Lisa Klingshirn, University of Findlay, for the professional fee for assisting with the entry level Police Officer physical agility test administered on January 26, 2015. Said motion was seconded by Chuck Clapper, and was unanimously approved.

The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, March 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 Chuck Clapper. 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