

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

March 4, 2015

The Civil Service Commission met on Wednesday, March 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; and Matt Traver, Battalion Chief/Interim Fire Chief.

- A. A motion was made by Barb Larick that the minutes from the February 4, 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. The promotional examination for Police Lieutenant was administered on February 26, 2015. Seven Sergeants filed letters of intent, one withdrew his name, there were zero no shows, and six candidates tested.

The protest period deadline to inspect the questions and master answer sheet is 4:30 p.m. on Thursday, March 5, 2015. The protest period for candidates to examine their graded exams is March 19, 2015 through March 25, 2015. Deadline to file a protest is 4:30 p.m. on Thursday, March 26, 2015.

2. Jennifer Myers resigned from the Police Dispatch Department effective February 13, 2015.
3. Request received on February 18, 2015 from Service-Safety Director Paul Schmelzer to administer a Police Dispatcher examination. There were 28 applicants in 2013. Depending upon the number of applicants and the number of computers, three days of testing may be required. The CriteCall test will be administered on April 7, 2015, April 8, 2015, and April 9, 2015.
4. Fire Chief Promotional Examination – There were no letters of intent filed by the Battalion Chiefs; therefore, per the Collective Bargaining Agreement, the promotional examination was opened to the rank of Captain. Currently four Captains have filed a letter of intent. The deadline filing period is 4:30 p.m. on Monday, March 9, 2015.

The Fire Chief promotional examination will be administered on Friday, May 15, 2015, at 1:00 p.m. in conference room 1 located on the third floor of the Municipal Building.

B. Discussion was held on the following:

1. Question #148 of the Police Lieutenant promotional examination. A motion was made by Barb Larick that question #148 be eliminated from the Police Lieutenant promotional examination because there was no correct answer provided on the answer sheet. Said motion was seconded by Chuck Clapper, and the motion was passed unanimously.
2. The Year-to Date Budget Report was reviewed.
3. Deidre Ramthun was directed to draft and add the following to the rules and regulations:
 - a. Candidates must receive a minimum score of 70% on a civil service test to receive a passing score.
 - b. Letters of Intent must be filed with the Civil Service Commission to be eligible to take a promotional examination.

Don Rasmussen will be asked to review the revisions prior to adoption.

C. Action Items: None

The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, April 1, 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 Chuck Clapper 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
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