

# 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

April 1, 2015

The Civil Service Commission met on Wednesday, April 1, 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; Don Essex, Director of Human Resources and Performance Excellence; and Matt Traver, Battalion Chief/Interim Fire Chief.

- A. A motion was made by Barb Larick that the minutes from the March 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. Five names were certified on March 26, 2015 from the Police Lieutenant Eligible List. Interviews are tentatively scheduled for April 16, 2015.
2. Forty-six applications were timely filed for the Police Dispatch Test which will be administered to eligible candidates on April 7, 8, and 9, 2015. A motion was made by Barb Larick to approve and give 15% extra credit for an applicant who is a member in good standing of a reserve component of the armed forces who has successfully completed the initial entry-level training. Said motion was seconded by Chuck Clapper and unanimously approved.
3. A request was received on March 19, 2015 from Service-Safety Director Paul Schmelzer for certification of ten names from the Police Officer Eligible List to fill one existing vacancy. Ten names were certified on March 19, 2015. Interviews are scheduled for April 7, 2015. Chief Horne informed the Commission that another officer has requested disability so he may be asking that another name be certified from the list.
4. A request was received on March 30, 2015 from Service-Safety Director Paul Schmelzer for certification of names from the Police Sergeant Eligible List due to one vacancy created by the promotion of a Sergeant to a vacant Lieutenant position. Eight names were certified on March 30, 2015. Interviews will be held in April 2015.
5. Four Captains filed Letters of Intent to take the Fire Chief Promotional Examination. The test for Fire Chief 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. Psychological Reports – Chief Horne would like to be able to review the psychological profile report for new hire Police Officers and Dispatchers. Dr. John Lewton, Workplace Resources, recommends only having the letter available because of concern about the Sunshine Laws. After discussion, it is the Commission's recommendation that Chief Horne contact Dr. Lewton regarding the areas he feels have been a problem and that additional testing be completed, if appropriate, to hire the best qualified safety personnel.
2. The Commission tabled discussion of the Rules and Regulations until Don Rasmussen is able to review the draft revision. If possible, the Commission would like Deidre Ramthun to meet with Don Rasmussen to review the revision and to provide the legal notice for publication thirty days prior to approval of the revised Rules and Regulations at the June meeting.
3. The Year-to Date Budget Report was reviewed.

C. Action Items:

1. A motion was made by Barb Larick to approve the Report of Activities to the State Personnel Board of Review. 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, May 6, 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