

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING - ROOM 303
FINDLAY, OHIO 45840
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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 May 6, 2015

The Civil Service Commission met on Wednesday, May 6, 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, City of Findlay; and Julie Baker, Human Resources Director, Findlay City Schools.

- A. A motion was made by Barb Larick that the minutes from the April 1, 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. Sergeant Ryan Doe was promoted to a Lieutenant position in the Police Department effective April 27, 2015 to fill a vacancy created by the retirement of Lieutenant Scott Lowery. Interviews were held on April 16, 2015.
2. Interviews for the vacant Police Sergeant position will be held on May 12, 2015 and May 20, 2015 to fill the vacancy created by the promotion of Ryan Doe to Lieutenant.
3. The CritiCall test for Police Dispatcher was administered on April 7, 8, and 9, 2015. There were forty-six applicants, five no shows, seventeen did not pass – two did not complete the test, and twenty-four passed.
4. A request was received on April 9, 2015 from Service-Safety Director Paul Schmelzer for certification of two additional names from the Police Officer list in addition to the ten names certified on March 19, 2015 for two vacancies created by one resignation and one retirement. Two names were certified on April 10, 2015. Interviews were held on April 22, 2015 and April 24, 2015.

The new hire Police Officers are Eric Lehman, Cody Glick, and Kayla Mehki. Their effective hire dates are to be determined.

5. A request was received on April 28, 2015 from Chief Horne to schedule a probationary Police Officer test for Officer Daniel Griffith. Officer Griffith passed the probationary test administered on April 28, 2015.

6. The promotional exam for Fire Chief will be administered on May 15, 2015 at 1:00 p.m. in conference room 1 located in the Municipal Building.
7. A request was received on April 20, 2015 from Julie Baker, Findlay City Schools Human Resources Director, to schedule a Custodian test. They anticipate hiring two custodians by the beginning of August 2015. The Custodian test will be administered on June 11, 2015, at 6:30 p.m. in the cafetorium at Glenwood Middle School.
8. A request was received on April 30, 2015 from Julie Baker, Findlay City Schools Human Resources Director, to schedule a Clerical test. They expect to hire at least one secretary in June. The Clerical written test will be administered on June 3, 2015 at 6:30 p.m. in the Findlay High School cafeteria. The computer keyboarding test will be administered on June 25, 2015 at 6:30 p.m. at Findlay High School in Rooms 105 and 107.
9. Findlay City Schools requires that candidates for all positions complete and pass an on line pre-screening interview test which is good for one year.
10. A request was received from Paul Schmelzer, City of Findlay Service-Safety Director, on April 29, 2015 to schedule an entry level Firefighter test for new hire appointments by the beginning of next year. Don Essex will ask Service-Safety Director Schmelzer if he would like to wait to administer the Firefighter test until the promotion of a new Chief is announced so he can be involved in the entry level testing process.
11. Resignations:

Officer Candace Pahl, Police Department, effective April 27, 2015 to take a Municipal Court Probation Officer position.

Jared Sines, Water Pollution Control, effective May 22, 2015.
12. Retirement:

Anita Ewing, Police Records Department Clerk, effective July 31, 2015.

B. Discussion was held on the following:

1. The Year-to Date Budget Report was reviewed.
2. Don Essex informed the Commission that he will provide the classification, title and job description for the Fleet Manager position to determine if testing is required when the position is replaced in August 2015 due to the retirement of Ray Hecker in December 2015.

C. Action Items:

1. A motion was made by Barb Larick to approve payment of \$740.93 to Findlay Publishing Company for the legal ad for the Police Dispatch test administered in April 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, June 10, 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