

# 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** **September 2, 2015**

The Civil Service Commission met on Wednesday, September 2, 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 Don Essex, Director of Human Resources and Performance Excellence, City of Findlay.

- A. A motion was made by Barb Larick that the minutes from the August 5, 2015 meeting be adopted as circulated. Said motion was seconded by Chuck Clapper, unanimously approved, motion carried, and minutes adopted.
- B. Deidre Ramthun reported the following:
1. A request was received on August 5, 2015 from Chief Horne to administer a probationary police officer test to Noah Burkholder. Officer Burkholder passed the test on August 6, 2015.
  2. A request was received on September 1, 2015 from Chief Horne to administer a probationary police officer test to Nicholas Huber. The test has been scheduled for September 10, 2015.
  3. A letter was received on August 27, 2015 from Chief Horne extending Office Christopher Brickner's probationary status for six months. This item was tabled until the next meeting. The Commission requested that Don Essex ask Chief Horne to review the Collective Bargaining Agreement regarding the extension of probation and provide a copy of the letter that was provided to Officer Brickner.
  4. Brenda Galvin was appointed to the vacant records clerk position in the Police Department due to the retirement of Anita Ewing in July 2015. Brenda's hire date is contingent upon the completion and passing of the pre-employment background investigation, psychological evaluation, and physical.
  5. Interviews were held on August 14, 2015 for the Fleet Manager position in the Police Department. Chris McDougal was hired pending completion and passing of the background investigation. This item was tabled for discussion at the next meeting.
  6. A request was received on August 6, 2015 from Chief Eberle to schedule a probationary firefighter test for Richard Gonzalez. Firefighter Gonzalez passed the test on August 20, 2015.

7. One hundred four applications have been filed to date for the entry level firefighter test. The application filing deadline is 4:30 p.m. on September 3, 2015.
8. The following Findlay City School District employees have been reclassified:
  - a. Rhonda Waldman from library aide to 214 secretary at Lincoln Elementary School effective August 6, 2015.
  - b. Stephen Crawford from substitute custodian to custodian at large effective August 17, 2015.

C. Discussion was held on the following:

1. The felony conviction question on the Employment Application was deferred to the next meeting so the City Law Director can be in attendance for discussion.
2. The Year-to Date Budget Report was reviewed.

D. Action Items:

There were no action items.

The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, October 7, 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  
Fire Chief Joshua Eberle, City of Findlay  
Matt Cooper, President, IAFF Local 381, City of Findlay  
Troy Roth, 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