

# CIVIL SERVICE COMMISSION

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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 November 18, 2015

The Civil Service Commission met on Wednesday, November 18, 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 Rasmussen, Law Director, City of Findlay.

- A. A motion was made by Barb Larick that the minutes from the October 7, 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:

### Unfinished Business:

1. Firefighter test – The top twenty-eight candidates were invited to participate in the physical agility portion of the Firefighter test on October 24, 2015 with the following results:

2 – No shows  
1 – Withdrew  
0 – Did not pass  
25 – Passed

A request for certification of names has not been received from the Administration.

2. Discussion of the electronic filing process was tabled until the City of Findlay hires a computer/programmer.
3. Felony conviction question on the Employment Application – Don Rasmussen informed the Commission that House Bill No. 56 is not law at this time. The House of Representatives has passed the bill. It has been introduced in the Senate and is currently in Committee for comments. Don stated that he has issues with this Bill for safety personnel and will keep the Commission apprised.
4. The Clerk hired in the Mayor's Office in 2016 will be a full-time classified, non-exempt employee working twenty hours per week in the Mayor's Office and twenty hours per week in another department. This position will be eligible for benefits.

New Business:

1. A request was received on October 13, 2015 from Chief Horne to administer a probationary Police Officer test to Charles King. Officer King passed the test on October 13, 2015.
2. A request was received on October 26, 2015 from Service-Safety Director Paul Schmelzer for certification of twelve names from the Police Officer list for three vacant positions. Twelve names were certified on October 28, 2015. Interviews are scheduled for December 8, 2015 with completion of the background investigations and pre-employment psychological and physical evaluations to be completed in January or February 2016.
3. A request was received on November 10, 2015 from Chief Horne for certification of one additional name from the Police Officer list to replace Dylan Richards who exercised his temporary waiver right. One name was certified on November 12, 2015.
4. A request was received on November 17, 2015 from Chief Horne for certification of two additional names from the Police Officer list to replace Cody Thacker and Dakota Wright who exercised their temporary waiver rights. Two names were certified on November 17, 2015.
5. Robin Schey, Utility Billing Clerk, was appointed to an unclassified Administrative Assistant II position in the Street Department effective November 2, 2015 to fill the vacancy created by the appointment of Lisa Mansfield to the newly created Assistant Recreation Supervisor position in the Recreation Department. Don Essex provided the Civil Service Office with a signed copy of the Payroll Change Notice and the Notice of Appointment to Unclassified Position form because of the reclassification.

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.
2. Barb Larick informed the Commission that she will be retiring effective the end of her term on December 31, 2015. A retirement luncheon will be scheduled in December and it was suggested to invite Dan Snyder, former Civil Service Commission member, to this luncheon.

D. Action Items:

The meeting scheduled for December 2, 2015 has been cancelled. The next meeting of the Civil Service Commission will convene at 11:30 a.m. on Wednesday, January 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

Fire Chief Joshua Eberle, City of Findlay

Matt Cooper, President, IAFF Local 381, City of Findlay

Brent Schroeder, Network Administrator, Computer Services, 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