

CIVIL SERVICE COMMISSION

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COMMISSIONERS
Thomas P. Kemp
Charles D. Clapper
John T. Urbanski
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

April 20, 2016

The Civil Service Commission met on Wednesday, April 20, 2016, 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, Chuck Clapper, and John Urbanski; Deidre Ramthun, Clerk to the Commission; Don Essex, Human Resources Director, City of Findlay; Don Rasmussen, Law Director, City of Findlay; and Fire Chief Josh Eberle, City of Findlay.

A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the March 2, 2016 meeting be adopted as circulated. Said motion was seconded by Tom Kemp, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. Don Essex informed the Commission that Computer Services has started creating the electronic employment application and will keep the Commission informed of their priority with this project.
2. Payment of pre-employment psychological evaluations for new hire Police Officers to Workplace Resources – Don Rasmussen will check the contract between the Police Department and Workplace Resources and will send the Commission a letter regarding payment responsibility.

New Business:

1. A letter dated April 4, 2016 was received from Mayor Mihalik appointing John T. Urbanski to the Civil Service Commission to replace Barbara D. Larick who retired at the end of her term on December 31, 2015. John's term is in effect until December 31, 2021.
2. Captain Fred Wiess will retire from the Fire Department effective August 18, 2016.
3. Firefighter Steven Rupe will retire from the Fire Department effective September 4, 2016.

4. The examination for Construction Inspector I was administered on March 22, 2016 with the following results:

Applications Filed – 13

No Shows – 4

Tested – 9

Did Not Pass – 6

Passed – 3

A request was received on March 23, 2016 from Service-Safety Director Paul Schmelzer to certify names from the Construction Inspector I list. Three names were certified on March 24, 2016. Interviews were held on March 31, 2016.

A request was received on April 11, 2016 from Service-Safety Director Schmelzer to expire the examination for Construction Inspector I administered on March 22, 2016 and administer a second examination. The Hiring Authority has decided not to hire anyone from the current list.

5. Lisa Mansfield was reclassified/promoted from Assistant Recreation Supervisor to Recreation Administrative Supervisor effective April 4, 2016.
6. Jarron Reesman was hired for the Building and Grounds Maintenance Tech position in the Recreation Department effective March 16, 2016.
7. A request was received on March 2, 2016 from Julie Baker, Human Resources Coordinator for Findlay City Schools, to certify one additional name from the Custodian list to replace Jane Koch who exercised her temporary waiver right. One name was certified on March 2, 2016.

A request was received from Julie Baker on March 15, 2016 to certify two additional names from the Custodian list for two additional vacancies. Two names were certified on March 16, 2016.

A request was received on April 19, 2016 from Julie Baker to certify one additional name from the Custodian list for an additional vacancy. Findlay City Schools has a total of five open positions for Custodian.

8. The 2015 Report of Activities was completed and mailed to the State Personnel Board of Review on April 7, 2016.
9. Don Rasmussen, City Law Director, informed the Commission that Zoning will be adding a new position of Enforcement Officer to the department. Don Essex had previously provided the Civil Service Office with the Job Description for Zoning/Building Inspector and asked that the Commission review this Job Description regarding classification and testing. The Commission determined that this is a classified position which should be tested. Deidre Ramthun reviewed the examination with Paul Schmelzer and Todd Richard, Zoning Administrator. Don Essex informed the Commission at the meeting today that the Hiring Authority would like to create a new position, Enforcement Officer, instead of hiring for the Zoning/Building Inspector position. He will provide the Commission with a

new Job Description form. This item will be placed on the agenda for further discussion at the next Civil Service Commission meeting.

C. Discussion was held on the following:

1. The Commission received an e-mail from Chief Eberle on April 12, 2016 requesting that discussion of certification of names for interview from the entry level Firefighter list be placed on the agenda. The Chief will be hiring additional Firefighters and asked if he would need to hold interviews again with the candidates that were previously certified and interviewed in January 2016. Following discussion, it was decided that once a determination has been made as to how many Firefighters will be hired, the Hiring Authority will formally request certification of names. The Chief can rely upon his interview notes instead of interviewing the previously certified candidates again, and the additional certified candidates will be interviewed.
2. A request was received on April 14, 2016 from Service-Safety Director Paul Schmelzer requesting certification of names of the three highest compiled scores on the Fire Captain list to fill a future vacancy which will be created by the retirement of Captain Fred Wiess on August 18, 2016. Tom Kemp suggested that a Memorandum of Understanding be completed between the City of Findlay and the Fire Union since the Captain isn't retiring until August 18, 2016 and the eligible list expires on May 22, 2016. The promotion of a Firefighter to a Captain position prior to a vacancy is not provided for in the Collective Bargaining Agreement. Another option is to let the list expire.
3. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by John Urbanski to approve the payment of \$720.90 to Findlay Publishing Company for the legal ad for the Construction Inspector examination. Said motion was seconded by Chuck Clapper and was unanimously approved.

Due to a scheduling conflict on May 4, 2016, the next meeting of the Civil Service Commission will convene at 11:00 a.m. on Wednesday, May 18, 2016, 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 John Urbanski. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Lydia Mihalik

Paul Schmelzer, Service-Safety Director, City of Findlay

Don Rasmussen, Law Director, City of Findlay

Don Essex, Human Resources Director, City of Findlay

Police Chief Greg Horne, City of Findlay

Doug Marshall, President, OPBA, City of Findlay

Fire Chief Joshua Eberle, City of Findlay

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

Brent Schroeder, Computer Services Supervisor, City of Findlay

Edward Kurt, Superintendent, Findlay City Schools

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