

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING -ROOM 303
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COMMISSIONERS
Charles D. Clapper
John T. Urbanski
Thomas P. Kemp
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

April 12, 2017

The Civil Service Commission met on Wednesday, April 12, 2017, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Chuck Clapper, John Urbanski, and Tom Kemp; Deidre Ramthun, Clerk to the Commission; Don Rasmussen, Law Director, City of Findlay; Don Essex, Human Resources Director, City of Findlay; Acting Findlay Police Chief John Dunbar, and Findlay Fire Chief Joshua Eberle.

A. Approval of Minutes:

A motion was made by John Urbanski that the minutes from the March 12, 2017 meeting be approved 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. The Report of Activities was mailed to the State Personnel Board of Review on March 16, 2017.
2. The custodian examination was administered on March 28, 2017 with the following results: Twenty-six applications were filed, twelve no shows, fourteen passed the test.

New Business:

1. Jakob Sigler, Ian Edinger, and Dillon Kliesch were hired to police officer positions in the Police Department. A start date has not been determined but the swearing in ceremony will be held in August 2017.
2. The Police Department informed the Commission that they rescinded the conditional offer of employment to Sherri Morrison for the vacant clerk position in the Police Records Department. A motion was made by Tom Kemp to send a letter to Ms. Morrison informing her that her name will be removed from the clerical eligible list for the City of Findlay and she would no longer be certified to the Appointing Authority as eligible for appointment unless she requests a hearing by April 27, 2017. Said motion was seconded by John Urbanski and the motion was unanimously approved.

3. A request was received from Service-Safety Director Paul Schmelzer to schedule an examination for firefighter. The application filing period will commence on April 11, 2017. The deadline to submit an application is 11:59 p.m. on May 2, 2017. The written entry-level test will be administered at 6:30 p.m. on May 9, 2017 in the Findlay High School cafeteria. The physical agility test will be administered at 8:00 a.m. on June 3, 2017.
4. The promotional examination for fire captain will be administered at 1:30 p.m. on April 17, 2017 at The CUBE. Fifteen firefighters timely filed a letter of intent.
5. The promotional examination for chief of police will be administered at 10:00 a.m. on April 21, 2017 in the large conference room located on the third floor of the Municipal Building. One captain and two lieutenants timely filed a letter of intent. The captain withdrew his name from the list of test applicants on March 30, 2017.

The promotional examination for lieutenant will be administered at 10:00 a.m. on April 17, 2017 in the large conference room located on the third floor of the Municipal Building. Five sergeants timely filed a letter of intent.

The promotional examination for sergeant will be administered at 1:30 p.m. on April 17, 2017 in the large conference room located on the third floor of the Municipal Building. Eleven police officers timely filed a letter of intent. One officer withdrew his name from the list of test applicants on February 8, 2017.

C. Discussion was held on the following:

1. It was decided to continue to make paper copies of the electronically filed Civil Service Applications for now.
2. The Year-to-Date Budget Report was reviewed.
3. Discussion of cost reimbursements to the Police Department for pre-employment psychological evaluations. Deidre was directed to contact Don Rasmussen requesting that he draft a letter that we can rely upon asking the Police Department to act as the agent in covering the cost of pre-employment psychological evaluations.

D. Action Items: None

The next meeting of the Civil Service Commission will be held on Wednesday, May 3, 2017, at 11:30 a.m. in Conference Room 1.

There being no further business to come before the Commission, a motion to adjourn was made by John Urbanski and seconded by Tom Kemp. 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
Acting Police Chief John Dunbar, 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
Edward Kurt, Superintendent, Findlay City Schools
Troy Roth, Assistant Superintendent, Findlay City Schools
Debi Ward, Human Resources Secretary, Findlay City Schools
Dennis McPherson, Facilities Director, Findlay City Schools
Gary Brondes, President of Custodian Union, Findlay City Schools