

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING -ROOM 303
FINDLAY, OHIO 45840
Telephone(419)424-7112 • Fax (419)424-7245

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

May 3, 2017

The Civil Service Commission met on Wednesday, May 3, 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; from the City of Findlay – Don Rasmussen, Law Director; Don Essex, Human Resources Director; Elicia Mitchell, Performance/Data Project Manager; and Todd Richard, Zoning/Floodplain Administrator.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the April 12, 2017 meeting be approved 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. Sherri Morrison was appointed to the vacant Police Records Clerk position in the Police Department contingent upon completion and passing of a thorough background investigation along with a physical and drug screening. The offer of employment was rescinded by Service-Safety Director Paul Schmelzer.

A request was received from Sherri Morrison on April 27, 2017 to schedule a hearing regarding removing her name from the Clerical Eligible List for the City of Findlay. Don Rasmussen recommended keeping her name on the list. A motion was made by Tom Kemp to send a letter to Sherri Morrison informing her that her name will remain on the Clerical List and close the matter unless we hear from her further. Said motion was seconded by Chuck Clapper and was unanimously approved.

2. Chief Eberle was not in attendance at the meeting; therefore, discussion of the proposed Firefighter examination was postponed until the next meeting.
3. The promotional examination for Fire Captain was administered on April 17, 2017. The protest period to examine the questions expired on April 24, 2017. There were no protests filed. The protest period to examine the graded exams will be from May 9, 2017 through May 15, 2017. The deadline to file a protest on the graded exams is May 16, 2017.

4. The promotional examinations for Chief of Police, Lieutenant, and Sergeant were administered on April 21, 2017. The protest period to examine the questions expired on April 28, 2017. Protests were filed on five questions on the promotional examination for Sergeant. The response to these protests by Clancy and Associates were reviewed and discussed. A motion was made by Tom Kemp that the Commission reject the protests per Clancy and Associates written recommendation. Said motion was seconded by Chuck Clapper and the motion was unanimously approved. The protest period to examine the graded exams is scheduled for May 12, 2017 through May 18, 2017. The deadline to file a protest on the graded examinations is May 19, 2017.

New Business:

1. Jessica McGrain, Plant Operator, Water Pollution Control Department, resigned effective April 14, 2017.
2. Terry Grohoske, Sewer Maintenance, Water Pollution Control Department, resigned effective May 3, 2017.
3. Brenda Stimmel was appointed to the vacant Police Records Clerk position in the Police Department effective upon completion of the background investigation.
4. The application filing period for the Firefighter examination will be April 11, 2017 through May 2, 2017. The written examination will be administered on May 9, 2017 at 6:30 p.m. in the cafeteria at Findlay High School.
5. A request was received from Service-Safety Director Paul Schmelzer on April 19, 2017 for certification of names from the Police Dispatcher list for a pending vacancy. Ten names were certified on April 24, 2017.

A request was received from Lieutenant Robert Ring for certification of one additional name from the Dispatcher list to replace Justin Reichley who exercised his waiver right. One name was certified on April 27, 2017.

A request was received from Lieutenant Ring for certification of one additional name from the Dispatcher list to replace Brittany Bundy who exercised her waiver right. One name was certified on May 5, 2017.

6. A request was received on April 24, 2017 from Acting Police Chief John Dunbar to schedule a probationary Police Officer examination for Officer Benjamin Stoner. Officer Stoner passed the exam on April 24, 2017.

C. Discussion was held on the following:

1. Testing of the Enforcement Officer position in the Zoning Department was discussed.
2. The Year-to-Date Budget Report was reviewed.

3. Don Rasmussen will send a letter to the Civil Service Commission that the Police Department will be the agent for psychological evaluations through their EAP contract with Workplace Resources.

D. Action Items: There were no action items.

The next meeting of the Civil Service Commission will be held on Wednesday, June 7, 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 Tom Kemp and seconded by Chuck Clapper. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Lydia Mihalik
Paul Schmelzer, Director of Safety, City of Findlay
Brian Thomas, Director of Service, City of Findlay
Don Rasmussen, Law Director, City of Findlay
Don Essex, Human Resources Director, City of Findlay
Elicia Mitchell, Performance/Data Project Manager, 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
Todd Richard, Zoning/Floodplain Administrator, 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 McPheron, Facilities Director, Findlay City Schools
Gary Brondes, President of Custodian Union, Findlay City Schools