

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

June 7, 2017

The Civil Service Commission met on Wednesday, June 7, 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 and Tom Kemp (John Urbanski was out of town); Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Rasmussen, Law Director; Don Essex, Human Resources Director; Florence Nwochi, Intern in the Mayor’s Office; and Brian Thomas, Director of Service/Acting Engineer.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the May 3, 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. The promotional examination for Fire Captain was administered on April 17, 2017. The period to file a protest on the graded examinations expired on May 16, 2017. No protests were filed.

A request was received on May 12, 2017 from Paul Schmelzer, Director of Public Safety, to certify the top three names on the Fire Captain eligible list. Three names were certified on May 17, 2017. Interviews were held on May 18, 2017. Adam Lutz was appointed to the vacant Fire Captain position effective May 22, 2017.

2. The promotional examinations for Chief of Police, Lieutenant, and Sergeant were administered on April 21, 2017. The protest period to examine the graded exams expired on May 19, 2017. No protests were filed.

A request was received on May 12, 2017 from Paul Schmelzer to certify the list of qualifying names from the eligible list for Chief of Police to fill the vacancy created by the retirement of former Police Chief Greg Horne on January 6, 2017. Two names were certified on May 22, 2017.

A request was received on May 12, 2017 from Paul Schmelzer to certify the list of qualifying names from the eligible list for Lieutenant to fill one vacancy created by a Lieutenant being promoted to Police Chief. Five names were certified on May 22, 2017.

A request was received on May 12, 2017 from Paul Schmelzer to certify the list of qualifying names from the eligible list for Police Sergeant to fill one vacancy created by a Sergeant being promoted to Lieutenant. Six names were certified on May 22, 2017.

New Business:

1. The written examination for entry level Firefighter was administered on May 9, 2017 with the following results:

125 – Applicants

1 – Application not timely filed

28 – No shows

97 – Completed written test

48 – Passed

49 – Did not pass

The physical agility portion of the examination was administered on June 3, 2017 to the top 20 candidates on the eligible list with the following results:

1 – Candidate did not test because he was on vacation

2 – No shows

17 – Completed/passed the physical agility test

Discussion was held regarding removing the candidate from the eligible list who was on vacation and did not complete the physical agility test. The Commission decided to place the applicant at the top of the next list of candidates eligible to take the physical agility test.

2. Melissa Johnston was hired for a Dispatcher position contingent upon passing the pre-employment psychological and physical evaluations and the background investigation.
3. A request was received on May 26, 2017 from Acting Police Chief John Dunbar to extend the Dispatcher list for one year. A motion was made by Tom Kemp to accept Chief Dunbar's request to extend the Dispatcher list. Said motion was seconded by Chuck Clapper and was unanimously approved to extend the Dispatcher list for one year past its expiration date.

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Tom Kemp to approve payment of \$1,191.00 to West Payment Center for three Ohio Revised Code books. Said motion was seconded by Chuck Clapper and the payment was approved.

2. A motion was made by Tom Kemp to approve payment of \$1,800.00 to the Ohio Fire Chief's Association for the promotional examination for Fire Captain. Said motion was seconded by Chuck Clapper and the payment was approved.
3. A motion was made by Tom Kemp to pay \$3,087.60 to Clancy and Associates for Police promotional examinations for Chief of Police, Lieutenant, and Sergeant. Said motion was seconded by Chuck Clapper and the motion was passed unanimously.

The next meeting of the Civil Service Commission will be held on Wednesday, September 13, 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/Acting Engineer, City of Findlay
Don Rasmussen, Law Director, City of Findlay
Don Essex, Human Resources Director, City of Findlay
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