

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 March 28, 2018

The Civil Service Commission met on Wednesday, March 28, 2018, 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; and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Brian Thomas, Service Director/Acting Engineer; Don Essex, Human Resources Director; and Chief Eberle, Findlay Fire Department.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the February 7, 2018 meeting be approved as circulated. Said motion was seconded by John Urbanski, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business: There was no unfinished business.

New Business:

1. A request was received from Chief Eberle to administer probationary firefighter examinations as follows:
 - a. Firefighter Kevin Stozich – passed on February 26, 2018
 - b. Firefighter Timothy Fritz – passed on February 27, 2018
 - c. Firefighter Jonathan Morter – passed on February 28, 2018
2. A request was received from Safety Director Paul Schmelzer to schedule an entry level firefighter examination after August 7, 2018 when the current test expires. The Civil Service Commission will administer the written examination as soon as possible after August 7, 2018.
3. A request was received from Chief John Dunbar to administer a probationary police officer examination to Jedidiah Walker. Officer Walker passed the test on March 9, 2018.
4. The promotional examination for police captain will be administered on April 5, 2018 from 1:00 to 3:00 p.m. in conference room #1.

5. The entry level written police officer examination was administered on March 1, 2018 and the physical agility portion of the test was administered on March 22, 2018.

55 – Applicants

1 – Over Age Limit

1 – Under Age Limit

Written Test

53 – Eligible to Sit for Written Test

14 – No Shows

39 – Tested

8 – Did Not Pass

31 – Passed Written Test

Physical Agility

31 – Eligible

3 – No Shows

28 – Tested

Tests are in the process of being graded.

A request was received from Safety Director Paul Schmelzer for certification of names from the police officer list for three vacancies. Names will be certified immediately upon completion of the grading of the tests and an eligible list has been established.

6. A request was received on March 14, 2018 from Service Director Brian Thomas to administer an examination for Graduate Engineer for the Engineering Department. Tests will be administered at 2:00 and 6:30 p.m. on April 17, 2018.
7. Retirements (City of Findlay)
 - a. Doug Michel, Findlay Fire Department, effective March 3, 2018.
 - b. Scott McWilliams, Findlay Fire Department, effective August 4, 2018.
 - c. Becky Greeno, Code Enforcement Officer, NEAT Department, effective March 30, 2018. NEAT will be absorbed by Zoning.
8. Reclassification: (Findlay City Schools)
 - a. Rhonda Waldman, Lincoln 214-day Secretary to Welcome Center 234-day Secretary, effective March 15, 2018.

C. Discussion was held on the following:

1. Chief Eberle proposed reducing time requirements on the candidate physical agility test for the entry-level firefighter examination as follows:
 - a. Time requirement of the physical agility test – the current time requirement is 12 minutes. Chief Eberle would like to revise it to 10 minutes. The firefighters for the City of Findlay are required to complete this test also and he feels that 12 minutes is too lenient.
 - b. Extra credit points on a passing score for Firefighter II and EMT certification (currently 5%) – Chief Eberle recommends revising the extra credit for Firefighter I to 5%, Firefighter II to 10%, and EMT B, I, P to 10%. No extra credit shall be given for EMR or Volunteer FF certification.

A motion was made by John Urbanski to accept the recommended extra credit point changes: 5% for Firefighter I, 10% for Firefighter II, and 10% for EMT B, I, P. Said motion was seconded by Tom Kemp and was passed unanimously.

2. A citizen contacted the Civil Service Office inquiring when he would receive his score for the Traffic Signal Electrician Assistant II test. The Civil Service Commission hasn't administered an examination for this position. The applicant thought completing the application was a test. Discussion was held and the Commission decided that the Administration will need to revise the current Job Description to require certain certification or a test will be administered for this position.
3. Training and maintenance of the Civil Service Commission page of the City website. The Commission was informed by Service Director Brian Thomas that revision of the City website is still in design phase and is expected to go live at the end of the year. There will be additional training scheduled.
4. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by John Urbanski for approval of the \$560 payment to Blaine Maag for administering the police officer physical agility examination on March 22, 2018. Said motion was seconded by Tom Kemp and was approved unanimously.

The next meeting of the Civil Service Commission will be held on Wednesday, May 2, 2018, 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, 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 McPheron, Facilities Director, Findlay City Schools
Nichole Conley, President of Custodian Union, Findlay City Schools