

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 December 5, 2018

The Civil Service Commission met on Wednesday, December 5, 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 – Don Essex, Human Resources Director.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the November 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:

1. The physical agility portion of the entry level police officer examination will be administered on December 6, 2018 at 6:00 p.m. at the University of Findlay Koehler Center.
2. Promotional examinations for police lieutenant and sergeant will be administered in conference room #1 on December 11, 2018 at 12:00 noon.
3. The deadline to submit a Civil Service Application for the public safety communications officer (dispatcher) examination is 4:30 p.m. on December 13, 2018.

New Business:

1. A request was received on November 15, 2018 from Service Director Brian Thomas for certification of names from the eligible list for enforcement officer in the Zoning Department. The test was administered on November 13, 2018. Test score letters were mailed on November 21, 2018. There were 14 applications filed, 6 no shows, 1 did not pass, and 7 passed the test. Seven names were certified on November 21, 2018. Interviews will be held on December 6, 2018.
2. Retirement: (City of Findlay)
 - a. Captain Tim Hassan, Fire Department, effective February 1, 2019.

3. Appointments: (City of Findlay)

- a. Geoffrey Shilling, Seth Longanbach, and Casey Glock to entry level firefighter positions with the Fire Department effective January 2019 after completion of pre-employment psychological and physical evaluations.

C. Discussion was held on the following:

1. The Budget Hearing with Council will be held at 5:10 p.m. on December 12, 2018.
2. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by John Urbanski to approve payment of \$900 to Central Behavioral Healthcare for pre-employment psychological evaluations for new hire firefighters Geoffrey Shilling, Seth Longanbach, and Casey Glick. Said motion was seconded by Tom Kemp and was unanimously passed.
2. A motion was made by Tom Kemp for approval to pay P.O. #4167 to N.W.O. upon receipt of the invoice for a pre-employment physical. The invoice will be over the typical cost of a stress test. Said motion was seconded by John Urbanski and was unanimously approved.

The next meeting of the Civil Service Commission will be held on Wednesday, January 9, 2019, 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 Chuck Clapper 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