

# CIVIL SERVICE COMMISSION

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

## MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION

January 9, 2019

The Civil Service Commission met on Wednesday, January 9, 2019 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 – Fire Chief Joshua Eberle; Brian Thomas, Service Director.

A. Approval of Minutes:

A motion was made by Tom Kemp that the minutes from the December 5, 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. Police Officer examination – physical agility test:

20 – Eligible candidates  
2 – No shows  
4 – No pass  
14 – Passed

A request was received on December 18, 2018 from Safety Director Paul Schmelzer for certification of names from the Police Officer eligible list. Ten names were certified on December 19, 2018. Interviews are pending.

2. Promotional examinations for Police Lieutenant and Sergeant were administered on December 11, 2018. The protest period to examine the questions and master answer sheet expired on December 18, 2018. Candidates have until 4:30 p.m. on January 9, 2019 to file a protest about their graded exam. A request to certify names from the eligible lists for Police Lieutenant and Sergeant was received on January 9, 2019 from Safety Director Paul Schmelzer.

3. The examination for Public Safety Communications Specialist (Dispatcher) will be administered on January 8, January 9, January 10, and January 14, 2019.

New Business:

1. Election of Chairman and Vice Chairman for 2019:

A motion was made by Chuck Clapper to nominate John Urbanski as the Chairman. Said motion was seconded by Tom Kemp, and the motion was unanimously carried. A motion was made by Chuck Clapper to nominate Tom Kemp as Vice Chairman. Said motion was seconded by John Urbanski, and the motion was unanimously carried. John Urbanski was elected as Chairman and Tom Kemp was elected as Vice Chairman of the Civil Service Commission for 2019.

2. A request was received on January 3, 2019 from Chief Dunbar to schedule a probationary Police Officer examination for Jakob Sigler. Officer Sigler passed the test on January 4, 2019.

3. Resignation: (City of Findlay)

a. Firefighter Brent Lauer, Fire Department, effective December 31, 2018.

b. Elena Hartman, Parking Enforcement Officer, Police Department, effective December 18, 2018.

4. Appointments: (City of Findlay)

a. Briar Courtney, Waterline Maintenance Worker I, Water Treatment Plant, effective January 7, 2019.

b. Kyle Inbody, Enforcement Officer, Zoning Department, effective January 7, 2019.

C. Discussion was held on the following:

1. Classification of the Project Coordinator position in the Engineering Department. Service Director Brian Thomas informed the Commission that the Project Coordinator is the former position of the Administrative Assistant and is the unclassified appointment for the Engineering Department.

The Commission discussed the Project Manager position in the Engineering Department and determined that this position should be a classified position. The Commission directed Deidre Ramthun to send a letter to Jeremy Kalb, Project Manager, asking if he has any objections to changing the classification from unclassified to classified.

2. Discussion was held regarding the number of names that should be certified from the Fire Captain list per the revised Collective Bargaining Agreement when filling a position. Chief Eberle informed the Commission that the new CBA has been expanded to include certifying the top 50% of the list or 5 names, whichever is greater. Chief Eberle inquired if the Administration should use the old CBA or the new CBA when requesting certification of names because the promotional test

eligible list hasn't expired. Chief Eberle and Matt Cooper, Union President, are in agreement that the old CBA rules should apply and Civil Service should continue to certify the top three names from the list if filling one vacancy, four names if filling two positions. The Commission was in agreement with the decision to continue to follow the rules of the old CBA until the promotional test for Captain expires on May 17, 2019.

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

D. Action Items:

1. A motion was made by John Urbanski to approve the payment of \$790.99 to Findlay Publishing Company for the legal ad for the Public Safety Communications Officer examination. Said motion was seconded by Tom Kemp, and the motion was passed unanimously.
2. A motion was made by Chuck Clapper to approve payment to Clancy and Associates of \$1,025.00 for the Sergeant promotional examination and \$1,127.60 for the Lieutenant promotional examination administered on December 11, 2018. Said motion was seconded by Tom Kemp, and the motion was passed unanimously.

The next meeting of the Civil Service Commission will be held on Wednesday, February 6, 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

Acting Mayor Ron Monday  
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