

CIVIL SERVICE COMMISSION

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

COMMISSIONERS

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

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION February 6, 2019

The Civil Service Commission met on Wednesday, February 6, 2019, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – John Urbanski and Chuck Clapper, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Essex, Human Resources Director. Civil Service Commission member Tom Kemp was absent from the meeting because of a last-minute scheduled Ohio Department of Job & Family Services (Unemployment Compensation) telephonic hearing which he needed to attend on behalf of his client.

A. Approval of Minutes:

A motion was made by John Urbanski that the minutes from the January 9, 2019 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. A request was received on January 16, 2019 to certify one additional name from the Police Officer Eligible List for replacement of Doug Akers' position. One name was certified on January 22, 2019.

Conditional offer letters for Police Officer positions were sent to Paul Frey and Nicholas Price. Appointments are contingent upon their successfully passing a pre-employment psychological evaluation, physical, and background investigation.

A request was received from Chief Dunbar to extend the Police Officer Eligible List for one year from the filling of the position. An effective initial date of hire from the list hasn't been determined. A motion was made by Chuck Clapper to accept the request to extend the list for one year. Said motion was seconded by John Urbanski, and was approved.

2. A request was received on January 9, 2019 from Safety Director Paul Schmelzer to certify names from the Police Lieutenant Eligible List. Following the deadline for candidates to examine their graded exams and receipt of the final test scores from Clancy and Associates, the top three names on the list were certified on January 11, 2019.

3. A request was received on January 9, 2019 from Safety Director Paul Schmelzer to certify names from the Police Sergeant Eligible List. Following the deadline for candidates to examine their graded exams and receipt of the final test scores from Clancy and Associates, the top seven names on the list were certified on January 11, 2019.
4. The examination for Public Safety Communications Officer (Dispatcher) was administered on January 8, January 9, January 10, and January 14, 2019. Due to a computer issue, a candidate was unable to complete his CritiCall examination until January 23, 2019.

55 – Applications Filed

4 – Applications Rejected

10 – Did Not Schedule Exam

9 – No Shows (1 scheduled exam but did not file an application)

32 – Tested

25 – Did Not Pass

7 – Passed

A request was received on January 25, 2019 from Safety Director Paul Schmelzer to certify names from the Public Safety Communications Officer (Dispatcher) Eligible List. Seven names were certified on February 1, 2019. Tessa Simpson requested a permanent waiver and removal from the list. There are no additional names to certify from the current eligible list. Interviews are scheduled for February 13, 2019.

New Business:

1. A request was received on January 15, 2019 from Safety Director Paul Schmelzer to certify names from the Parking Enforcement Officer Eligible List. Ten names were certified on January 15, 2019.

A request was received on January 16, 2019 to certify one additional name from the Parking Enforcement Officer List to replace Tammy Kilpatrick who exercised her permanent waiver right. One name was certified on January 22, 2019.

A request was received on January 30, 2019 to certify one additional name from the Parking Enforcement Officer Eligible List to replace Wyatt Ault, Rebecca Drayton, Dylon Hartman, and Charlotte Nivison who exercised their waiver right. This certification exhausts the names on the list.

The Eligible List for Parking Enforcement Officer expired on January 22, 2019.

Interviews are scheduled for February 5, 2019 and February 6, 2019.

2. A request was received on January 28, 2019 from Safety Director Paul Schmelzer to certify the top four names from the Fire Captain Eligible List for two vacancies. Four names were certified on January 28, 2019. Interviews are scheduled for February 14, 2019.
 3. A request was received on January 14, 2019 from Chief Dunbar to schedule a probationary Police Officer examination for Ian Edinger. Officer Edinger passed the test on January 15, 2019.
 4. A request was received on January 28, 2019 from Chief Dunbar to schedule a probationary Police Officer examination for Dillon Kliesch. Officer Kliesch passed the test on February 1, 2019.
 5. A request was received on February 5, 2019 from Findlay City Schools to administer a Clerical examination in March 2019.
 6. Beth Crusa was promoted to Lead Communication Officer in the City of Findlay Police Dispatch Department.
- C. Discussion was held on the following:
1. Review of the 2018 Annual Report.
 2. The Year-to-Date Budget Report was reviewed.
- D. Action Items:
1. There were no action items.

The next meeting of the Civil Service Commission will be held on Wednesday, March 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 John Urbanski. Motion carried.

Respectfully submitted,



Deidre Ramthun
Clerk

Copies to: Commission Members

Mayor Christina Mury

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

Nichole Conley, President of Custodian Union, Findlay City Schools