

# 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

March 6, 2019

The Civil Service Commission met on Wednesday, March 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, Tom Kemp, Chuck Clapper, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Rasmussen, Law Director.

A. Approval of Minutes:

A motion was made by John Urbanski that the minutes from the February 6, 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. Police Sergeant Mike Swope was promoted to Lieutenant effective February 19, 2019.
2. Chief Dunbar informed the Commission that no date has been set for interviews for Sergeant.
3. Interviews for two Public Safety Communications Officer (Dispatcher) positions were held on February 13, 2019. Conditional offers of employment were offered to Baylee Valerius and Bailey Nyler. Their effective date of hire is pending completion of the background investigation and pre-employment psychological and physical evaluations.
4. Interviews for a vacant Parking Enforcement Officer position were held on February 5 and 6, 2019. A conditional offer of employment was made to Chase Miller. His effective date of hire is pending completion of the background investigation and pre-employment physical evaluation.
5. Promotional interviews for Fire Captain were held on February 14, 2019. Firefighters Chad Weaver and Daniel Thomas were promoted effective February 22, 2019.

New Business:

1. The deadline for filing an application for the Clerical examination is March 7, 2019. The written examination will be administered at 6:30 p.m. on March 19, 2019 in the cafeteria and the computer/keyboarding examination will be administered at 6:30 p.m. on March 26, 2019 in the computer labs at Findlay High School. Troy Roth, Assistant Superintendent, and Debi Ward, Human Resources Secretary, for Findlay City Schools reviewed and made no revisions

to the current Clerical test. Tammy Kilpatrick, Utility Billing Supervisor for the City of Findlay, revised five questions on the written test.

2. The required Report of Activities and Annual Report must be filed with the State Personnel Board of Review by April 3, 2019.

C. Discussion was held on the following:

1. Don Rasmussen requested discussion about a letter received from Findlay City Schools regarding 2018 civil service expenses and cost reimbursement. He informed the Commission that he, Mayor Muryn, Safety Director Paul Schmelzer, Superintendent Edward Kurt, Assistant Superintendent Troy Roth, and Treasurer Mike Barnhart will meet on March 15, 2019 to discuss this item. The Commission asked Carolyn Chase from the City Auditor's Office to review how she calculated the invoice for Findlay City Schools.
2. The Year-to-Date Budget Report was reviewed.

D. Action Items:

1. A motion was made by Chuck Clapper to pay an invoice for \$620.78 to Findlay Publishing Company for the legal ad for the Clerical examination. Said motion was seconded by Tom Kemp and the motion was unanimously passed.

The next meeting of the Civil Service Commission will be held on Thursday, March 28, 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 Christina Muryn  
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