

# CIVIL SERVICE COMMISSION

318 DORNEY PLAZA  
MUNICIPAL BUILDING -ROOM 303  
FINDLAY, OHIO 45840  
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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 28, 2019

The Civil Service Commission met on Wednesday, March 28, 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 – Mayor Christina Muryn; Paul Schmelzer, Safety Director; Don Rasmussen, Law Director; Don Essex, Human Resources Director; Jason Phillips, Superintendent, Water Department; Matt Stoffel, Superintendent, Public Works Department; Dave Honse, Supervisor, Public Works Department; Dave Beach, Superintendent, Water Pollution Control Center; Matt McVicker, Manager, Airport; and Jeremy Kalb, Project Manager, Engineering Department.

A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the March 6, 2019 meeting be approved as circulated. Said motion was seconded by Tom Kemp, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business:

1. The number of applicants for the clerical examination were as follows:

- 89 – Applicants
- 50 – No shows for written examination on March 19, 2019
- 39 – Completed written examination
  - 3 – No shows for computer/keyboarding March 26, 2019
- 36 – Completed both portions of the clerical examination

New Business:

1. Retirement (Findlay City Schools):

Brenda Czarnecki, Secretary at Bigelow Hill, effective June 12, 2019.

Resignation (City of Findlay):

Isaac Theis, Sewer Maintenance Worker I, Water Pollution Control Center, effective March 15, 2019.

Retirement (City of Findlay):

Richard Clark, Fire Department, effective April 1, 2019.

Dave Holman, Water Pollution Control, effective April 30, 2019.

Rodney Phillips, Fire Department, effective May 2, 2019.

Nate Hackworth, Fire Department, effective May 9, 2019.

Jeffery Morse, Fire Department, effective May 12, 2019.

Steven Brown, Fire Department, effective June 4, 2019.

Graham Thomas, Fire Department, effective March 7, 2020.

C. Discussion was held on the following:

1. Promotional examination dates for Assistant Fire Chief and Battalion Chief were discussed. At the request of the Administration, a motion was made by Chuck Clapper to sequentially test for Assistant Chief and Battalion Chief. Said motion was seconded by Tom Kemp and was unanimously passed.
2. Don Essex informed the Commission that tests for the Airport, Public Works, Water Treatment, and Water Pollution Control have been created. Each test contains 50 questions. The Administration would like to administer the Water Pollution Control test first.

Discussion was held whether the Commission can administer a general examination for all classified positions instead of a job specific examination. There was further discussion if the Hiring Authority can administer a second examination once names are certified. The Commission asked Deidre Ramthun to contact Clemans Nelson for their opinion regarding administering a general examination for all classified positions and if the Hiring Authority can administer a second exam once names have been certified.

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

D. Action Items:

1. A motion was made by Chuck Clapper to approve payments of \$300 each to Central Behavioral Healthcare for new hire Public Safety Communications Officers (Dispatcher) Baylee Valerius and Bailey Nyler for pre-employment psychological evaluations. 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 Wednesday, May 1, 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 Tom Kemp and seconded by Chuck Clapper. 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  
Jason Phillips, Superintendent, Water Department, City of Findlay  
Matt Stoffel, Superintendent, Public Works Department, City of Findlay  
Dave Honse, Supervisor, Public Works Department, City of Findlay  
Dave Beach, Superintendent, Water Pollution Control Center, City of Findlay  
Matt McVicker, Manager, Airport, City of Findlay  
Jeremy Kalb, Project Manager, Engineering Department, 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