

CIVIL SERVICE COMMISSION

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COMMISSIONERS
Thomas P. Kemp
Charles D. Clapper
Jeffrey E. Fort
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION June 5, 2019

The Civil Service Commission met on Wednesday, June 5, 2019, in Conference Room 1 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Tom Kemp, Chuck Clapper, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Essex, Human Resources Director, Jason Phillips, Superintendent of Water Departments, and Jim Staschiak II, City Auditor. Commission Member Jeff Fort was unable to attend the meeting.

A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the May 1, 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. A request was received on May 1, 2019 from Brian Thomas, Service Director/Acting Engineer, for certification of names from the clerical list to replace candidates who exercised their waiver right. Four names were certified on May 2, 2019.
2. The examination for Sewer Maintenance Worker I will be administered at Glenwood Middle School cafetorium at 6:30 p.m. on June 6, 2019. Eighteen applications were filed.
3. Interviews for Police Sergeant will be held on June 27, 2019.

New Business:

1. Agenda item of reorganization of the Civil Service Commission and election of chairman and vice chairman for the remainder of 2019 due to the resignation of Commission Member John Urbanski was postponed until the next Civil Service Commission Meeting when all members can be present. Mayor Muryn appointed Jeffrey E. Fort to fill the unexpired term of John Urbanski. His term will expire on December 31, 2021.

2. The Firefighter physical agility test will be administered on June 29, 2019 at 8:00 a.m. at the Municipal Building.
3. Appointments (City of Findlay):
 - a. Paul Frey, Police Officer, Police Department, effective May 6, 2019.
 - b. Christine Johnston, Clerk, Recreation Department, effective June 3, 2019.
 - c. Emily Zagar, Clerk, Utility Billing Department, effective June 17, 2019.

C. Discussion was held on the following:

1. Mayor Muryn provided the Civil Service Commission with a copy of a letter dated May 7, 2019 to Attorney Gregory B. Scott, Scott Shriften LLP, an attorney for Findlay City Schools, that effective May 1, 2019, the City Administration agreed with the School District who determined civil service was not required. The letter stated that the City of Findlay would discontinue planning for said services and would inform the Civil Service Commission of their determination.

Termination of civil service for Findlay City Schools was discussed. Jim Staschiak informed the Commission that an invoice dated February 4, 2019 to Findlay City Schools for 2018 civil service expenses has not been paid.

The Commission determined that we are a statutory form of government and should follow the statutes of the Ohio Revised Code regarding testing of clerks and custodians for Findlay City Schools. We will continue to notify and invite Findlay City Schools to the Civil Service Commission Meetings and will send them copies of the minutes of these meetings.

2. Jason Phillips and Don Essex informed the Commission that the City will have an opening in the Water Treatment Plant and inquired if this position requires testing. If the employee does not pass the test for his license, he/she would be terminated. Tom Kemp informed the Administration that if the City is unable to hire an operator in training, the Civil Service Commission would have to administer an entry level examination.

Jason Phillips will review the Assistant Operator examination and will meet with the Commission to discuss this further.

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

D. Action Items:

1. A motion was made by Chuck Clapper to approve payment of \$524.00 for the Ohio Civil Service and Collective Bargaining Laws and Rules book for the Civil Service Commission Office. Said motion was seconded by Tom Kemp and was unanimously passed.
2. A motion was made by Chuck Clapper for approval to pay \$533.88 to Findlay Publishing Company for the legal ad published in The Courier for the Sewer Maintenance Worker I examination. Said motion was seconded by Tom Kemp and was unanimously passed.

The next meeting of the Civil Service Commission will be scheduled at a later date.

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
Jason Phillips, Superintendent, Water 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