

CIVIL SERVICE COMMISSION

318 DORNEY PLAZA
MUNICIPAL BUILDING -ROOM 303
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COMMISSIONERS
Thomas P. Kemp
Charles D. Clapper
Jeffrey E. Fort
Deidre Ramthun – Clerk

MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION September 25, 2019

The Civil Service Commission met on Wednesday, September 25, 2019, in Conference Room 2 located on the third floor of the Municipal Building. Those present at the meeting were Civil Service Commission members – Tom Kemp, Chuck Clapper, Jeff Fort, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Matt Stoffel, Superintendent, Public Works Department; and Chief John Dunbar, Findlay Police Department.

A. Approval of Minutes:

A motion was made by Chuck Clapper that the minutes from the August 7, 2019 meeting be approved as circulated. Said motion was seconded by Jeff Fort, unanimously approved, motion carried, and minutes adopted.

B. Deidre Ramthun reported the following:

Unfinished Business: There was no unfinished business.

New Business:

1. The Sewer Maintenance Worker I examination was administered on September 5, 2019 as follows:

- 11 – Applicants
- 4 – No Shows
- 0 – Did Not Pass
- 7 – Passed

A request was received on September 18, 2019 from Service Director Brian Thomas for certification of names from the Sewer Maintenance Worker I eligible list. Seven names were certified on September 20, 2019. Interviews will be held on September 25 and 26, 2019. Don Essex, Human Resources Director, was unable to contact Kenneth Hill by telephone and there was no voice mail set up to leave a message. Don e-mailed Mr. Hill and gave him until September 25, 2019 to call to schedule an interview.

2. A request was received from Chief Eberle to administer a Firefighter probationary examination to Earl (Nick) Price. Firefighter Price passed the test on August 20, 2019.

3. A request was received on August 19, 2019 from Safety Director Paul Schmelzer to administer a promotional examination for Fire Captain. The test will be administered on November 19, 2019 at 9:00 a.m. at The CUBE. Twelve Firefighters filed Letters of Intent.
4. A request was received on August 19, 2019 from Safety Director Paul Schmelzer to expire the current Firefighter test and schedule another entry level examination. The application filing period deadline is 4:30 p.m. on October 1, 2019. The written examination will be administered on October 9, 2019 at 6:30 p.m. in the cafeteria at Findlay High School. The physical agility portion of the test will be administered on October 26, 2019 at 8:00 a.m. at the Municipal Building.

Chief Eberle requested lowering the maximum time requirement on the Firefighter physical agility test. He recommended that to obtain a passing score, applicants must complete the physical agility test in a time of under nine minutes (8:59:99 minutes and below is passing). After discussion, a motion was made by Chuck Clapper to accept Chief Eberle's recommendation to lower the time requirement on the Firefighter physical agility test. Said motion was seconded by Jeff Fort, and the motion was passed unanimously.

5. The Police Officer written examination was administered on September 17, 2019 at 6:30 p.m. in the cafeteria at Findlay High School. The physical agility portion of the test will be administered on October 14, 2019 at 6:00 p.m. at the Koehler Center with the following results:

44 – Applicants
1 – Under Age Limit Requirement
1 – Over Age Limit Requirement
17 – No Shows
25 – Sat for the Written Test

6. Nick Price was appointed to a Police Officer position effective August 12, 2019.
7. Ryan Shartell, was appointed to a Plant Operator position at the Waste Water Treatment Plant effective September 30, 2019.
8. Michael Knight was promoted to Waterline Worker II in the Water Distribution Department effective August 18, 2019.
9. Battalion Chief Brian Sanders was promoted to Assistant Fire Chief effective August 23, 2019.
10. Captain Jeff Rampe was promoted to Battalion Chief effective August 23, 2019.
11. Captain Matt Cooper was promoted to Battalion Chief effective August 23, 2019.
12. Seth Cole was promoted to a Lab Technician II position in Water Pollution Control effective September 2, 2019.

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.
2. A Budget Meeting is scheduled for October 2, 2019, proposed budgets for 2020 and 2021 are due by 5:00 p.m. on October 24, 2019, and Budget Hearings will be held with City Council on either December 11 or December 12, 2019. A finalized meeting schedule will be provided at a later date.
3. Matt Stoffel informed the Commission that the Recreation Department would like to change the Activities Coordinator position from part time to full time. Matt stated that the employee is qualified for the position because of her Recreation Management degree and certification. Brief discussion took place and the Commission decided that the applicant does not need to be tested if she's qualified for the position based upon her education and certification.
4. There was brief discussion on substituting or making a separate physical agility test for the Police Department at the request of an applicant who cannot attend the examination on the scheduled test date. Chief Dunbar stated that the Police Department Command Staff agrees that we cannot give a separate test because of the integrity of the examination. The general consensus was that the Police physical agility test will be administered as scheduled on October 14, 2019.

D. Action Items:

1. A motion was made by Chuck Clapper to approve payment of \$750.94 to Findlay Publishing Company for the legal ad for the Police Officer examination. Said motion was seconded by Jeff Fort, and the motion was unanimously carried.
2. A motion was made by Chuck Clapper to approve payment of \$660.83 to Findlay Publishing Company for the legal ad for the Sewer Maintenance Worker I examination. Said motion was seconded by Jeff Fort, and the motion was unanimously carried.
3. A motion was made by Chuck Clapper to approve payment of \$1,560.00 to Ohio Fire Chief's Association for administering the promotional examination for Assistant Fire Chief. Said motion was seconded by Jeff Fort, and the motion was unanimously carried.
4. A motion was made by Chuck Clapper to approve payment of \$1,560.00 to Ohio Fire Chief's Association for administering the promotional examination for Battalion Chief. Said motion was seconded by Jeff Fort, and the motion was unanimously carried.

The next meeting of the Civil Service Commission will be held on Wednesday, November 6, 2019, at 11:30 a.m. in Conference Room 1 located on the third floor of the Municipal Building.

There being no further business to come before the Commission, a motion to adjourn was made by Chuck Clapper and seconded by Jeff Fort. 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
Matt Stoffel, Superintendent, Public Works, 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