

# CIVIL SERVICE COMMISSION

318 DORNEY PLAZA  
MUNICIPAL BUILDING -ROOM 303  
FINDLAY, OHIO 45840  
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**COMMISSIONERS**  
Thomas P. Kemp  
Charles D. Clapper  
Jeffrey E. Fort  
Deidre Ramthun – Clerk

## MINUTES OF THE FINDLAY CIVIL SERVICE COMMISSION November 6, 2019

The Civil Service Commission met on Wednesday, November 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 – Tom Kemp and Jeff Fort, and Deidre Ramthun, Clerk to the Commission; from the City of Findlay – Don Essex, Human Resources Director. Commission member Chuck Clapper is on vacation.

### A. Approval of Minutes:

A motion was made by Jeff Fort that the minutes from the September 25, 2019 meeting be approved as circulated. Said motion was seconded by Tom Kemp, unanimously approved, motion carried, and minutes adopted.

A motion was made by Jeff Fort that the minutes from the September 25, 2019 executive session 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. Police Officer Examination was administered as follows:

Written test – September 17, 2019; Physical agility test – October 14, 2019.

44 – Applicants

1 – Under Age Limit Requirement

1 – Over Age Limit Requirement

17 – No Shows for Written Test

3 – Did Not Pass Written Test

22 – Passed Written Test

3 – No Shows for Physical Agility Test

4 – Did Not Pass Physical Agility Test

15 – Passed

A request was received on October 23, 2019 from Safety Director Paul Schmelzer for certification of names from the Police Officer eligible list for three Police Officer positions. Twelve names were certified on October 25, 2019.

Interviews will be held on November 19, 2019 and November 20, 2019 for three new hire Police Officers. Their hire date will be in late January or early February 2020.

New Business:

1. Firefighter Examination was administered as follows:  
Written test – October 9, 2019; Physical agility test – October 26, 2019.

85 – Applicants

1 – Application Untimely Filed

1 – Over Age Limit Requirement

20 – No Shows for Written Test

33 – Did Not Pass Written Test

30 – Passed Written Test

3 – No Shows for Physical Agility Test

7 – Did Not Pass Physical Agility Test

20 – Passed

A request was received on November 5, 2019 from Safety Director Paul Schmelzer for certification of names from the Firefighter eligible list for three Firefighter positions. Twelve names were certified on November 5, 2019.

Tentative interview date is November 27, 2019.

2. A request was received on October 28, 2019 from Service Director Brian Thomas to schedule an examination for Public Works Maintenance Worker I. The test will be administered at 6:30 p.m. on December 17, 2019 at the Public Works Department.
3. A request was received from Chief Dunbar to administer a probationary Police Officer examination to Officer Kasey Adelsperger. She passed the exam on October 10, 2019.
4. New Appointments:
  - a. Chase Glick, Sewer Maintenance Worker I, Sewer Maintenance Department, effective October 7, 2019.
  - b. Jordan Barton, Sewer Maintenance Worker I, Sewer Maintenance Department, effective October 14, 2019.
  - c. Samuel Schroeder, Wastewater Plant Operator, Water Pollution Control Center, effective October 28, 2019.
  - d. Gavin Wilson, Utility Grounds Maintenance Worker I, Water Pollution Control, effective October 28, 2019.

5. Resignations:

- a. Timothy Bouillon, Fire Department, effective October 14, 2019.
- b. Cory Glick, Police Department, effective November 3, 2019. He accepted a Probation Officer/Bailiff position with Municipal Court.

C. Discussion was held on the following:

1. The Year-to-Date Budget Report was reviewed.
2. The proposed budgets for 2020 and 2021 were reviewed.
3. Tom Kemp suggested scheduling and administering entry level tests during the work day as well as in the evening.
4. The following items will be discussed at the Civil Service Commission Meeting on December 4, 2019: Track test grading and questions missed on examinations. Jeff Fort will review testing software – standardized tests/grids and Don Essex will check to see if the Human Resource MUNIS software has the capability of tracking test grading and questions missed on examinations.
5. Discussion of recruitment for classified positions. Don Essex and Jeff Fort will work on posting a video on the City of Findlay website to include a reflection of our community when posting job openings.

D. Action Items:

1. A motion was made by Jeff Fort to approve payment of \$770.96 to Findlay Publishing Company for the legal ad for the Firefighter examination. Said motion was seconded by Tom Kemp, and the motion was unanimously carried.

The next meeting of the Civil Service Commission will be held at 11:30 a.m. on Wednesday, December 4, 2019, 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 Jeff Fort 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