

MINUTES OF THE
CIVIL SERVICE COMMISSION MEETING
Council Conference Room
May 10, 2018

Attendance: Scott Orille, Chairman
Sue Olijar, Secretary

Joy Presley, Clerk

The meeting commenced at 5:00 p.m.

1. Approval of Minutes

Chairman Orille made a motion to approve the minutes from February 7, 2018, March 8, 2018, and April 12, 2018. The motion was seconded by Secretary Olijar. Motion passed 2-0.

2. Police Department

- Lieutenant Promotional

Motion: Chairman Orille made a motion to approve the eligibility list for Lieutenant. The motion was seconded by Secretary Olijar. Motion passed 2-0.

Motion: Chairman Orille made a motion to promote Francis Tibbitts to the rank of Lieutenant. The motion was seconded by Secretary Olijar. Motion passed 2-0.

Action: The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Tibbitts.

- Sergeant Promotional

Motion: Chairman Orille made a motion to approve the eligibility list for Sergeant. The motion was seconded by Secretary Olijar. Motion passed 2-0.

Motion: Chairman Orille made a motion to promote Ronald Cantleberry to the rank of Sergeant. The motion was seconded by Secretary Olijar. Motion passed 2-0.

Action: The Civil Service Commission endorsed the Certificate of Appointment. A copy will be forwarded to Mr. Cantleberry.

- Entry Level Patrolman

The Clerk reported that three candidates on the list for Entry Level Patrolman had requested to be removed from the list. The letters requesting their removal were presented to the Commission.

Motion: Chairman Orille made a motion to modify the certified list for Entry Level Patrolman. The motion was seconded by Secretary Olijar. Motion passed 2-0.

3. Fire Department

- Firefighter/Paramedic

The Clerk reported that there was an eligibility list for Firefighter/Paramedic that had been extended on 2/08/18 to 2/07/19. This list needs to be abolished now that there is a new eligibility list that was certified on 4/12/18. The Clerk also reported there is a candidate on the current eligibility list that needs to be removed due to not meeting the age requirement at time of application.

Motion: Chairman Orille made a motion to abolish the eligibility list which runs 2/08/18 to 2/07/19. The motion was seconded by Secretary Olijar. Motion passed 2-0.

Motion: Chairman Orille made a motion to update the certified list for Firefighter/Paramedic. The motion was seconded by Secretary Olijar. Motion passed 2-0.

Chief Huerner reported that he had received 6 applications from the Clerk and has interviewed the 6 candidates. Two candidates have been given conditional offers. Chief Huerner would like to stagger the hiring dates. The first candidate would start June 25, 2018 and the other would start approximately two weeks later. He would like the candidates sworn in on June 11, 2018. The Clerk reported that the Commission would not be meeting until the end of June. Chairman Orille suggested a short meeting on June 1, 2018 to allow the Commission to approve the hiring of the two candidates.

The Clerk reported Chief Huerner would like to have a Captain promotional exam and assessment put on the calendar. The Clerk reported the approximate cost of both the exam and assessment center. Chief Huerner informed the Commission that he officially informed Mayor Zilka of his intent to retire in early 2019. Due to his retirement, there will need to be a Chief exam and assessment added to the calendar as well. The Clerk will be contacting Pradco and The Ohio Fire Chiefs Association to schedule dates.

4. ALRW

- Waste Water Operator

The Clerk reported that there were 3 applications submitted for the Waste Water Operator position. The Commission looked over the applications and decided to send the

applications directly to Chief Utilities Executive Todd Danielson. The exam scheduled for May 19, 2018 has been cancelled. Todd can begin interviews when they are ready to fill the position.

- Customer Service Clerk

The Clerk reported the Customer Service Clerk position has been offered to one of the top 5 candidates. The candidate still needs to pass the background check, physical and drug screening. The eligibility list will need to be updated after the hiring of the candidate. Chairman Orille would like to certify the list and approve the hiring of the candidate at the June 1 meeting.

5. Public Works

- Equipment Operator

The Clerk reported David Rogge, Equipment Operator-in- Training, was being appointed to Equipment Operator.

Motion: Chairman Orille made a motion to certify David Rogge to the position of Equipment Operator subject to City Council approval. Secretary Olijar seconded the motion. The motion passed 2-0.

6. Recreation Department

Human Resource Director Joe DeTillilo confirmed the job description for Recreation Facility Manager would be approved Monday, May 14, 2018.

The Clerk reported the advertising budget for the Recreation Facility Manager position. Application period is May 16, 2018- June 8, 2018. The exam will be held June 13, 2018.

Motion: Chairman Orille made a motion to approve an advertising budget of \$600.00 for the position of Recreation Facility Manager. Secretary Olijar seconded the motion. The motion passed 2-0.

7. Class Plan

- Fire Department Audit

Secretary Olijar reported the Audit for the Fire Department went very well. Points that the Commission considered “Best Practice” and would like to see implemented throughout the City were Organizational Chart and Organizational Structure. Each shift has clear responsibilities that are different from another shift. The job descriptions were good. There was a question about Authorized Man Power list and if it was up to date. Chief Huerner is going to write up a new Authorized Man Power list. Once completed, the list will be submitted for approval.

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The Police Department will be the next to go through the audit. The Clerk will get the Man Power legislation ready for the Commission. A date for the audit will be scheduled at the June Civil Service Meeting.

Meeting was adjourned at 6:10 p.m.

Respectfully submitted,
Joy Presley, Clerk