

# THE CIVIL SERVICE COMMISSION

March 18, 2019

## AGENDA

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1. Approval of Summary January 14, 2019
2. Fire- Review Protested Questions Captain Promotional Written
  - Question 66
  - Question 115
3. Fire – Removal from Original Appointment List
  - Frawley
  - Freeman
  - Taddonio
  - Donnelly
  - Stelzer
  - Kramp
4. Police – Removal from Original Appointment List
  - Perry
5. Approval to proceed with National Testing Network for Police Original Appointment Testing
6. New Hires—Steven Maat, Firefighter 02/21/19 and Nicholas Peters, Police Officer 03/21/19
7. Next Meeting Date
8. ADJOURN

**SUMMARY**  
***Civil Service Commission***  
**January 14, 2019**

**PRESENT:** John May, Member  
Vincent Rhodes, Chairperson  
Victoria Schaefer, Clerk  
Police Chief, John Orzech  
Fire Chief, Richard Wilcox

**ABSENT:** Marva Jackson, Member  
Trevor Hayberger, Law Director

**Public Session:** Vincent Rhodes called the meeting to order at 3:46 p.m. Members present were John May and Vincent Rhodes. Also present was Civil Service Commission Clerk, Victoria Schaefer, Police Chief, John Orzech and Fire Chief, Richard Wilcox.

**New Business:**

The first order of business was the approval of the summary of the November 8, 2018 meeting. John May made a motion to approve the November 8, 2018 summary as recorded. Vincent Rhodes seconded. There was no further discussion, all in favor, motion carried.

The next order of business was the removal of names from the Fire Certified list. Chief Orzech noted the following; Jason Hood, John Hibler, and Jason Distel received certified letter and failed to respond by the requested response date and we are requesting they be removed from the certified list. John May asked if they only receive a letter notice. Victoria Schaefer explained that she goes through the steps of a phone calls with voicemails, emails and then if still no response the last outreach step is the certified letter. In the letter, they get 1-2 weeks to respond, if no response we then request for them to be removed from the list. John May made a motion to remove the three candidates; Hood, Hibler, and Distel from the current Fire Certified list as presented. Vincent Rhodes seconded. There was no further discussion, all in favor, motion carried.

The next agenda item was the Civil Service Rules & Regulations Proposed Amendments; 7.01 C, 8.02, 8.04, and to add 8.06 (new). Chief Orzech explained that himself, Trevor Hayberger and Chief Wilcox went over the rules and regulations that they thought needed to be cleaned up and amended. Discussion on the interview committee 7.01 there is always the Chief or Direct, a member of HR and whomever the Director/Chief chooses as designees. Police Original Appointment recommending that we add on additional credits for the time and efforts of education for associates and bachelor's Degrees. Maximum credit available would be 20%, even if they have over that amount in credits. As far as Police is concerned for 8.06 the new item was never listed in the rules & regulations, but it has always been done and we wanted a record of what exactly the credits will be and the weights will be for the testing. Chief Wilcox explained that he and Chief Orzech discussed this in detail and they believe that the assessment hands on testing is just as important as the written knowledge portion of the process. Fifty percent for

both written and assessment gives a fairer opportunity. John May had a question regarding the 7.01 C interview committee, wanted more explanation of the Chief/Director designees. Victoria Schaefer explained that the Chief/Director will always be present but will also bring designees of whom he prefers for the interview committee. Chief Orzech explained that in the last set of interviews held he had five designees from the police department as well as himself and HR member. John May asked if the Chief is always there. Chief Orzech explained that it is critical that the Director/Chief be present, but it is not always done that way. Vincent Rhodes said that there may be a situation down the road where if the Chief is injured or off work for some reason, he can always designate who he wants to sit in as his designee. Chief Wilcox explained that sometimes life does get in the way and this is a buffer for if a situation like that ever occurs. John May made a motion to approve the amended Civil Service Rules & Regulations as they are written Vincent Rhodes seconded. There was no further discussion, all in favor, motion carried.

The next agenda item was for approval to move forward with Promotional testing for the position of lieutenant and captain in the fire department. The Ohio Fire Chiefs Association will be used for both promotional exams and assessments. Lieutenant and Captain written testing will have a passing score of 70%. The written is weighed 50% and the assessment portion will be weighed 50% (per the passing of the amended rules & regs above). A candidate must achieve a 70% on the written to move on to the assessment. Chief Wilcox explained that Brian Cowie is planning to retire in April of this year which will open the Captain spot and in turn a Lieutenant. Each promotional list is to be updated every two years. Mr. May asked how they are eligible. Chief Wilcox explained that there are 6 Lieutenants currently, you must serve at least one year in grade to sit for the promotional test. As for Lieutenants exam, a firefighter must be in the position for 48 months not including probation year prior to sitting for the promotional exam. Mr. May moved that we proceed with the promotional testing of Captain as discussed. Vincent Rhodes seconded. There was no more discussion. All in favor, motion carries.

Chief Wilcox explained the Lieutenants Promotional list will expire in June of this year. Once Captain Cowie retires, we will go off the current list but want to prepare to have a list certified for when this current list expires in June. There are 25 firefighters eligible for the lieutenant's promotional exam. Chief Wilcox discussed the 1 in 3 rule for the current lieutenants list, basically 1 of the top 3 on the certified list can be promoted by the Chief. Mr. May moved that we proceed with the promotional testing of Lieutenant as discussed. Vincent Rhodes seconded. There was no more discussion. All in favor, motion carries.

The last agenda item was for approval to proceed with the National Testing Network for Fire Original Appointment. Victoria Schaefer explained that the current certified list was from June 2017, difficult to get ahold of many candidates since it is coming up on two years. We are interviewing off of the current certified list but want to prepare a new list since we are getting down the list and having a hard time since it has been two years. Chief Wilcox mentioned that this is the way the testing is going across the board. Using the National Testing Network is allowing us to use a larger pool and attract more applicants. Over 100 applicants for the last original appointment. John May asked about the NTN on how often the test is given. Chief let him know that it is administered every two years or less. Candidates must register through

NTN, pay a exam fee and choose Sandusky Fire as their interested employer. They can use local testing sites like EHOVE Career Center and Owens Community College to drive local candidates to take the test. Advertisement is done through NTN, social media, Ohio Fire Chiefs Assoc. and local newspapers. Candidates would need a minimum passing score of a 70% for the written portion. Candidates must receive a passing score to receive veteran's points. Agility testing is pass/fail. The testing process should conclude end of May with agility testing taking place in June. John May made a motion to approve proceeding with the National Testing Network for fire original appointment testing. Vincent Rhodes seconded. There was no further discussion, all in favor, motion carried.

Chief Orzech let the commission know that they have Ron Snyder planning to retire in July. Chief Wilcox mentioned that they would have at least 3 retiring this year.

There was no old business to be discussed. A meeting date was discussed but was not scheduled at that time.

Vincent Rhodes made a motion to adjourn at 4:23 p.m. John May seconded, all in favor, meeting adjourned.

APPROVED:

ATTEST:

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Vincent Rhodes, Chairperson

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Victoria Schaefer, Clerk