

# THE CIVIL SERVICE COMMISSION

January 14, 2019

## AGENDA

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1. Approval of Summary November 8, 2018
2. Civil Service Rules & Regulations Proposed Amendments
3. Fire – Removal from Original Appointment List
  - Distel
  - Hibler
  - Hood
4. Approval to proceed with Promotional Testing
  - FIRE Captain*
    - OHIO FIRE CHIEFS ASSOCIATION both written and assessment
    - Minimum passing score 70%
    - Must successfully pass written to proceed to assessment
  - FIRE Lieutenant*
    - OHIO FIRE CHIEFS ASSOCIATION both written and assessment
    - Minimum passing score 70%
    - Must successfully pass written to proceed to assessment
5. Approval to proceed with National Testing Network for Fire Original Appointment Testing
6. Next Meeting Date
7. ADJOURN

## SUMMARY

### *Civil Service Commission*

November 8, 2018

**PRESENT:** John May, Member  
Marva Jackson, Member  
Vincent Rhodes, Chairperson  
Victoria Schaefer, Clerk  
Police Chief, John Orzech  
Fire Chief, Richard Wilcox  
Trevor Hayberger, Assistant Law Director

**GUEST:** Lt. Danny Lewis, Sandusky Police

**Public Session:** Vincent Rhodes called the meeting to order at 4:08 p.m. Members present were John May, Marva Jackson and Vincent Rhodes. Also present was Civil Service Commission Clerk, Victoria Schaefer, Police Chief, John Orzech, Fire Chief, Richard Wilcox, and Acting Law Director, Trevor Hayberger and guest Lt. Danny Lewis, Sandusky Police.

#### **New Business:**

The first order of business was the removal of names from the Police Original Appointment list. Chief Orzech noted the following; Nicholas Moskowitz requested to be removed from the certified list, Dwayne Webb failed to return background packet questionnaire and made no effort to contact us, Hunter Harbach requested to be removed from the list as he was hired full time at the Huron County Sheriff's Office, Michael White requested to be removed from the list due to the distance between his residence and the department, Matthew Garber requested to be removed from the list due to the distance from where he lives, Christopher Holmes requested to be removed from the list due to his age Pursuant to ORC 124.41 over 35 years old maximum, Nicholas Zingale and Dailson Rote request to remove them from certified list due to background questionnaire information received. Marva Jackson made a motion to remove the eight candidates; Moskowitz, Webb, Harbach, White, Garber, Holmes, Zingale and Rote from the current Police Original Appointment Certified list as presented. John May seconded. There was no further discussion, all in favor, motion carried.

The next agenda item was the removal of names from the Fire Original Appointment list. Chief Wilcox noted the following; RJ Hall requested to be removed from the list due to a full-time position with Jackson Twp., Adam Bartinelli requested to be removed from the list due to a full-time position with City of Lakewood, Brandon MacFarlane requested to be removed from the list due to a full-time position with the City of Toledo. Chief Wilcox explained that we are working to update the certified list from 2017 to be prepared for Firefighter interviews early 2019. The department has potentially 2-3 retirements coming up next year. John May made a motion to remove the following three candidates; hall, Bartinelli and MacFarlane from the current Fire Original Appointment Certified list as presented. Marva Jackson seconded. There was no further discussion, all in favor, motion carried.

Police Chief John Orzech made the commission aware of the successful completion of probationary period for the following officers; Ronta Hill-Morton, Logan Demuth and Zachary Blair. Assistant Police Chief Phil Frost retired October 10, 2018. Interviews were conducted, and Makayla Cook was hired full-time, Makayla had served as a Reserve Officer in 2018. Chief also made the commission aware that Dawn Allen was promoted to Lieutenant and was the first woman to be promoted to that position within the Department.

There was a brief discussion from Chief Orzech and Chief Wilcox to let the Commission know that they would like to propose a few Civil Service Rules and Regulations amendments. Mainly dealing with the weighed scores of the promotional testing for both Fire and Police. Marva Jackson mad a motion to continue forward with the proposed amendments of the Civil Service Rules and Regulations. John May seconded. Vincent Rhodes mentioned that whatever additional meetings or if anything needs to be done to keep things moving by the commission, just to let them know. There was no further discussion, all in favor, motion carried.

Marva Jackson brought to the table an informational flier for the National Organization of Black Law Enforcement Executives, if anyone showed interest in attending or finding out additional information from the website provided. She also noted that she will be out of the state December-April but if anything is needed to contact her via email. Vincent Rhodes term was set to expire end of 2018, he indicated that he would like to renew his 6-year term on the Civil Service Commission.

There was no old business to be discussed. A meeting date was discussed for the proposed Civil Services Rules and Regulations amendments but was not scheduled at that time.

John May made a motion to adjourn at 4:40 p.m. Marva Jackson seconded, all in favor, meeting adjourned.

APPROVED:

ATTEST:

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Vincent Rhodes, Chairperson

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Victoria Schaefer, Clerk

**RULE SEVEN  
EXAMINATIONS**

**7.01 General**

- A. No proposed amendment.
- B. No proposed amendment.
- C. ~~Interviews may consist of 12 to 18 job related questions.~~ Interviews will be conducted by a committee of **at least three** people consisting of 1) ~~the Director of Administrative Service or his/her designee~~ **the Chief or Director of the open classification or his/her designee**; 2) the Human Resource ~~Specialist~~ **Department representative**; and 3) the Chief or Director of the open classification ~~or his/her designee~~ **designees**. The committee shall decide which applicants are to be interviewed after a review of their applications and their qualifications.

**7.02-7.18 No proposed amendments.**

**RULE EIGHT  
GRADING, ADDITIONAL CREDIT, AND INSPECTION**

**8.01 No proposed amendment.**

**8.02 Original Appointment ~~Veteran's Credit Credits~~**

**A. Veteran's Credit**

All applicants for original appointment who are veterans of military service, and a resident of Ohio, as described in ORC 124.23, may file with the Commission a certificate of military service or honorable discharge whereupon he shall receive additional credit of twenty percent (20%) of his total grade given in the regular examination, provided that he has received a passing grade.

Such requests for veteran's credit must be submitted to the Commission along with the application for examination and must, at that time, be accompanied by proof of military service as described above. Veteran's credit requested after the final date for test application will not be honored.

Applicants eligible for veterans credit on original examination shall receive a priority in ranking over non-veterans who obtain an identical grade.

**B. Police Officer Original Appointment Credit**

**A person who prior to the date of the examination has a current Ohio Peace Officers Training Academy Basic certification shall receive additional credit of ten percent (10%) of his/her total grade given in the regular examination, provided that he/she receive a passing grade.**

A person who prior to the date of the examination is an active member of the Sandusky Police Department Reserves for a minimum of eighteen months shall receive additional credit of ten percent (10%) of his/her total grade given in the regular examination, provided that he/she receive a passing grade.

A person who prior to the date of the examination has a two (2) year Associates Degree shall receive additional credit of five percent (5%) of his/her total grade given in the regular examination, provided that he/she receive a passing grade.

A person who prior to the date of the examination has a four (4) year Bachelor's Degree shall receive additional credit of ten percent (10%) of his/her total grade given in the regular examination, provided that he/she receive a passing grade.

8.03 No proposed amendment.

8.04 Addition of Credits

A. Applicants for original appointment shall be entitled to only such credit as is set forth in 8.02 (~~relating to veteran's credit~~). The maximum accumulative credit that any one applicant may receive on an original appointment examination shall not exceed twenty percent (20%).

B. No proposed amendment.

C. No proposed amendment.

8.05 No proposed amendment.

8.06 Promotional Testing Weight

A. Police

Sergeant: Written 50%

Assessment 50%

Lieutenant: Written 40%

Assessment 60%

B. Fire

Captain: Written 50%

Assessment 50%

Lieutenant: Written 50%

Assessment 50%