

CIVIL SERVICE COMMISSION MEETING MINUTES

Monday, March 16, 2015

12:00 p.m. – City-Service Building – Front Conference Room

Present: CSC Members: Chairman S. Korhn, N. Walker, L. Myers, And Clerk A. Scribner
Guests: T. Tobias, Police Chief, B. Wilkins, Fire Chief, T. Bowling, Asst. Fire Chief, M. McCann

CALL TO ORDER

The meeting was called to order at 5:15 pm in the front conference room at City Hall, 631 Perry Street by Chairman S. Korhn. Clerk Scribner reported that all Sunshine Law notices have been complied with.

1. **Approval of January 15, 2015 Civil Service Commission Meeting Minutes.**

Motion: The motion was made by N. Walker, seconded by L. Myers to approve the Civil Service Commission (CSC) meeting minutes of January 15, 2015. All members voted aye, the motion carried.

2. **Updated Job Description: Purchasing Clerk (Old) – Accounts Payable Clerk (New):**

Clerk Scribner noted that the City has retitled the job description for the Purchasing Clerk, updating it to Accounts Payable Clerk. Copies of both the old and new job descriptions were reviewed by members. Clerk Scribner noted that the City has simply retitled the position; with little change to responsibilities and qualifications for the position. The Class for the position on the classification schedule would remain the same at level K.

Motion: The motion was made by Chairman Korhn, seconded by L. Myers to adopt and accept the new job description retitled Accounts Payable Clerk and to retitle the position on the Classification Schedule as well. All members voted aye, the motion carried.

3. **Certification List Renewals:** Clerk Scribner reported that the certification lists for entry level police and fire expired on March 10, 2015. The certification list for police had only four additional names (beyond the top ten) that the Police Department has already been provided. Chief Tobias stated that he would prefer to let the current certification list lapse with a new entry level test for police officers conducted.

Clerk Scribner stated that the certification list for fire fighters has approximately twenty additional names (beyond the top ten). Chief Wilkins stated that the police and fire testing has traditionally remained on the same schedule and requested that should entry level testing be

held for police; that the fire certification list not be extended with new testing held in conjunction with the police testing to create a new certification list for fire fighters.

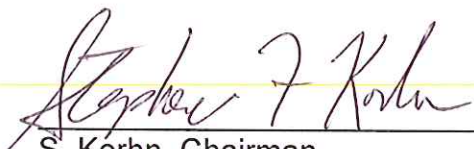
Motion: The motion was made by N. Walker, seconded by Chairman Korhn that the currently expired police and fire fighter entry level certification list not be extended for a second year. All members voted aye, the motion carried.

4. **Police & Fire Entry Level Testing:** Clerk Scribner shared a proposal from Clancy and Associates to conduct written testing for entry level police officer (copy attached to the original minutes). Clancy has confirmed costs to conduct entry level fire fighter examination would be the same as for a police officer. Clerk Scribner reported that Defiance High School is holding the date of of May 30th to conduct the agility and written testing and will be confirmed as quickly as possible.


Motion: The motion was made by Chairman Korhn that a police and fire entry level written test be conducted by Clancy and Associates. Candidates must first pass an agility test, conducted by the City Police and Fire Departments, in order to be able to sit for the written testing. An applicant must achieve a score of seventy percent (70%) on the written test to pass. A passing applicant is also eligible for Veterans credit and must submit a copy of their DD-214 with their application. Advertising for the examination would be published in the Crescent News and Toledo Blade by T. Schroeder. The minimum age requirement for police applicants will be set at 20 years at the time of testing. Applicants will be required to submit a \$10.00 non-refundable process fee, payable at the time of the application to offset the cost of the test. The motion was seconded by N. Walker, all members voted aye. The motion carried.

There being no further business, the meeting adjourned at 5:20 pm.

MINUTES APPROVED:



S. Korhn, Chairman



Ann B. Scribner, Commission Clerk

THE ABOVE MINUTES REPRESENT OUR UNDERSTANDING OF THAT WHICH SHOULD BE RECORDED. IF CHANGES SHOULD BE MADE, PLEASE FORWARD PROMPTLY SO THAN AN ACCURATE RECORD CAN BE MAINTAINED FOR THE BENEFIT OF ALL.

Cc: Mayor Bob Armstrong, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.