

STEPHEN F. KORHN, Esq., *Chairman*  
LEONARD G. MYERS., *Member*  
NORM WALKER, *Member*  
ANN B. SCRIBNER, *Clerk*

# CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

May 4, 2017

5:15 p.m. – City-Service Building – Front Conference Room

Present: CSC Members: Chairman S. Korhn, L. Myers, N. Walker And Clerk A. Scribner  
Guests: T. Schroeder, HR Manager, Fire Chief B. Wilkins, Asst. Fire Chief T. Bowling,  
Police Chief T. Shafer and Assistant Police Chief L. Martinez

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## 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 February 21, 2017 Special Civil Service Commission Meeting Minutes.**

Chairman Korhn noted typographical errors in the minutes as follows:

Page 2, second paragraph, second sentence should read: "He stated his intent to hire by 2018 so that the individual can be trained and his staffing be at full strength...."

Page 2, fifth paragraph, the last sentence should read: The reading portion tests not just comprehension but also tests writing skills as well.

**Motion:** With these corrections noted, the motion was made by N. Walker, seconded by L. Myers to approve the Civil Service Commission (CSC) special meeting minutes of February 21, 2017 as corrected. All members voted aye, the motion carried.

### 2. **Police & Fire Entry Level Testing Scoring**: Clerk Scribner distributed written testing scores (copy attached to the original minutes) for police and fire candidates that have participated in the City's testing through the National Testing Network. Any identifying information has been removed from the information with candidates identified through a numeric system only.

Clerk Scribner also distributed additional information from the National Testing Network on testing criterion (copy attached to the original minutes). Clerk Scribner noted that the Civil Service Commission had determined that the minimum score of 70% was determined as a passing score for the police video score. She noted that some individuals have scored 100% on the other testing criterion (reading and writing for Police) but they may have not obtained a 70% on the video score. Furthermore, there are candidates that have scored over the minimum requirement (70%) on the video portion but have scored less than 70% on the reading and writing portions of the testing. She inquired if the three testing scores (reading, writing and video) should be averaged into one score?

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It was noted that on the fire testing, there are five testing components: reading, math, mechanical, human relations and a combined score. It was noted that the combined score is a weighted score of human relations (70%) and the mechanical (30%). There are fire fighter candidates who have scored less than 70% on certain portions of the testing and Clerk Scribner inquired if all the scores should be averaged to determine a passing grade.

Much discussion ensued. Chief Shafer stated that he would prefer that a minimum score of 70% on all three testing components be established. Candidates achieving the 70% or above would move forward to the agility testing for the position which is scheduled to be held on June 17, 2017 at Defiance High School. It was agreed that individuals should be ranked by their video score on the certification list which may include Veterans Preference credits if the candidate is eligible. Chief Shafer stated that he was encouraged by the number of applicants who have participated in the on-line testing for the position.

In regard to the fire fighter testing, the Civil Service Commission recommends that candidates must achieve a 70% on all testing components to qualify for the position. The combined score will be utilized to rank the individuals for the certification list.

**Motion:** The motion was made by Chairman Korhn that police officer candidates must score a minimum of 70% on the reading, writing and video scores to continue in the testing process. The video score will be used to rank the individuals on the certification list.

Individuals participating in the fire fighter testing must also score a minimum of 70% on all testing components (reading, math, mechanical, human relations and combined). The combined score will be used to rank the individuals on the certification list.

The motion was seconded by L. Myers and passed unanimously. It was agreed that all individuals who have not met the minimum score (70%) on any portion of the testing be notified and encouraged to retake the test to improve their score prior to the May 17, 2017 testing deadline.

Clerk Scribner stated that there was one candidate who participated in the testing process but had attained the maximum age (37) and was notified that due to Local Ordinances, the individual could not have an original appointment. Chief Shafer noted his interest in lateral transfers stating he was aware of one candidate who wanted to return home. However, since they were over the age requirement, the City was missing out on an individual who had 9 years of experience from a larger City. He stated he was aware of other cities who allow lateral transfers with candidates avoiding the competitive comprehensive test as long as they are already an officer working for another agency. Lateral transfers are not addressed in the current Civil Service Rules and would need to be modified to accommodate lateral transfers, and whether the maximum age is somehow waived in those circumstances.

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3. **Open Position – Civil Service Clerk:** A. Scribner announced her intentions to resign as the Civil Service Clerk having served in the position since Sept. 2006 as soon as practicable. Discussion ensued noting the position requires a level of confidentiality and some inherent conflicts with the position and so an understanding of the overall workings of the City is definitely beneficial. Many of the prior Civil Service Clerks were the Mayor's Executive Assistant and it was felt that a suggestion as to the appointment may be best coming from the City's Mayor. Mayor McCann will be advised of this request.

There being no further business, the meeting adjourned at 6:01 pm.

**MINUTES APPROVED:**

  
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S. Korhn, Chairman

  
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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 THAT AN ACCURATE RECORD CAN BE MAINTAINED FOR THE BENEFIT OF ALL.

Cc: Mayor Mike McCann, Jeff Leonard, David Williams, Tracey Schroeder, Council Members, Division Heads.