

# CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES

July 30, 2018

5:15 pm – Front Conference Room – 631 Perry Street

Present: CSC Members: Chairman S. Korhn, L. Myers, N. Walker and Clerk C. Homan  
Guests: T. Schroeder-City HR Manager, S. O'Donnell-City Law Director, Fire Chief B. Wilkins and Assistant Fire Chief T. Bowling

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## CALL TO ORDER

Clerk Homan assured the Civil Service Commission is in compliance with all Sunshine Law notices. The meeting was called to order at 5:15pm in the Front Conference Room located at 631 Perry Street by Chairman S. Korhn.

### 1. Approval of Minutes from the May 31, 2018 Meeting

**Motion:** The motion was made by L. Myers, seconded by N. Walker, to approve the Civil Service Commission (CSC) meeting minutes of the May 31, 2018 meeting as presented. All members voted aye and the motion carried.

### 2. NEW BUSINESS

#### A. Entry Level Firefighter Certification List

Clerk C. Homan explained there are three candidates in the current top ten of eligible entry level firefighter candidates, originally established June of 2017, who are no longer interested in a full-time position with the City of Defiance. She went on to explain the request is to take those three names off the list and move the three remaining candidates up. By doing this, the Fire Department will have a list of ten candidates who are still interested in a full-time position with the city.

**Motion:** Chairman S. Korhn made a motion that the names of the three candidates who had been contacted, and would otherwise be eligible to remain on the recertified list, be removed because they have stated their intent and consent for their names to be removed from the list. The three candidates include Robert Hall, Brandon MacFarlane and Roy Perez IV. The motion was seconded by L. Myers. All members voted aye and the motion carried.

**B. Update on Police Officer Entry Level Testing**

Clerk C. Homan informed those in attendance testing has concluded on the National Testing Network website. There were twenty-five candidates in total who applied. Nineteen of those applicants are eligible to move on to the local agility testing. The other six were ineligible due to their test scores or exceeding the age limit set forth in the city charter. The local agility test is scheduled for August 18, 2018. Clerk Homan also shared the cities those 19 applicants are from, as more seem to be local this year.

Chief Wilkins asked if the sixty-day time frame for testing is a CSC rule. He indicated sixty days had been the time frame used in the past for police and fire entry level testing on the National Testing Network. T. Schroeder said per the CSC rules two weeks is the minimum posting for entry level testing. Clerk C. Homan explained National Testing Network recommends four weeks for a job posting to ensure applicants have enough time to see the posting and schedule a test. But, she was unsure why sixty days had been chosen in the past. Chairman S. Korhn explained he feels sixty days primarily was used to get the advertising and as many applicants to respond as possible.

Chairman S. Korhn asked if anything was known about the ten candidates on the list. Chief Wilkins replied some of those candidates have been interviewed once and some have been interviewed twice in the past. He went on to say the question is if they would not accept a position then can the department keep moving forward or would they have to wait for sixty days. He explained the department is trying to prepare for the bridge closure. If he can hire some of the ten candidates but the others say they are not interested, he would be behind if he has to come to the CSC to ask if they can test and then go out another sixty days. Chairman S. Korhn explained since sixty days is not listed in the rules, the CSC should be able to work something out.

L. Myers asked if current part-time firefighters could be promoted to a full-time position. Chief Wilkins explained they have no means to promote part-time firefighters and move them onto the Civil Service list. The only way it happened in the past was for a part-time firefighter to go through the Civil Service testing when it was available.

N. Walker asked Chief Wilkins if he expects to keep the extra people hired on full-time after the bridge opens. Chief Wilkins said he believes he would for some time period but it wasn't determined yet. N. Walker went on to say in the past the police department was allowed to bring extra people in during an emergency situation. Chief Wilkins believed the ordinance lists specific situations and parameters defining the emergency situations when they have the ability to bring extra people in.

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Chief Wilkins stated they still have a lot of questions on their end that need answered, but all he's looking at is if the process can be moved along should the current list not be sufficient. S. Korhn stated he believes so.

There being no other business, the meeting adjourned at 5:35pm.

**MINUTES APPROVED:**

  
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S. Korhn, Chairman

  
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C. Homan, 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, Sean O'Donnell, Tracey Schroeder, Division Heads.