

# CIVIL SERVICE COMMISSION MEETING MINUTES

September 17, 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, Fire Chief B. Wilkins and Assistant Fire Chief T. Bowling

---

## CALL TO ORDER

Clerk C. 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 July 30, 2018 Meeting

**Motion:** The motion was made by N. Walker, seconded by L. Myers, to approve the Civil Service Commission (CSC) meeting minutes of the July 30, 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 the current list for entry level firefighters has been exhausted and the city is requesting a new round of testing. Chairman S. Korhn reviewed the procedure from the last time testing was conducted in 2017. He questioned whether using the National Testing Network provided more regional as opposed to local applicants. Assistant Fire Chief T. Bowling said he felt everyone on the certification list was someone who was committed to becoming a firefighter and, though there were fewer people, the quality of the applicant was higher.

Fire Chief B. Wilkins stated he would like the posting to be open for sixty days with a goal to have a new list in place by the second week of December. He went on to explain he is in the process of trying to hire based upon a grant and the bridge construction. Without a current list, if someone leaves the department, he doesn't have a candidate to put into training.

**Motion:** Chairman S. Korhn made a motion to schedule entry level testing for firefighters with the National Testing Network. The posting should run for sixty days with an approximate end date of Nov 21<sup>st</sup>. Candidates must score a minimum of 70% on all sections of the test (reading, math, mechanical, human relations and combined) to pass. Ranking of the candidates on the certification list will be based on the combined score. Candidates will also need to successfully complete an agility test, which will be the Firefighter Mile Certification, to pass testing. All testing, not only the application but the written testing and the Firefighter Mile Certification, will need to be completed within the sixty-day period. Candidates who have completed the Firefighter Mile Certification within one year prior to the application deadline will not have to complete it again. This is an entry level position; so, candidates who submit a DD214 will receive Veteran's Preference Credit. Advertising for the testing should be posted in the Crescent-News, Toledo Blade, Ohio Municipal League and City of Defiance website. The motion was seconded by L. Myers. All members voted aye and the motion carried.

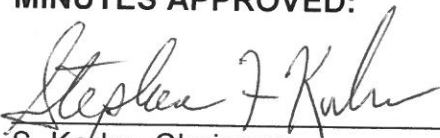
**B. Entry Level Police Officer Certification List**

Clerk Homan explained one of the applicants on the current Entry Level Police Officer Certification List has requested his name be removed from the list. He is one of the current Top 10 candidates and there is another name to be moved up.

**Motion:** L. Myers made a motion to remove Tyler Murrey from the Entry Level Police Officer Certification List per the candidate's email request (attached to original minutes). The motion was seconded by Chairman S. Korhn. All members voted aye and the motion carried.

There being no other business, the meeting adjourned at 5:39pm.

**MINUTES APPROVED:**



S. Korhn, Chairman



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.