

CIVIL SERVICE COMMISSION MEETING MINUTES

June 27, 2023

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

Present: CSC Members: Chairman S. Korhn, N. Walker, T. Whetstone and Clerk C. Homan
Guests: Assistant Fire Chief Tim Bowling, Lieutenant Brandon Case

CALL TO ORDER

Clerk C. Homan assured the Civil Service Commission (CSC) 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 April 17, 2023 Meeting

Motion: N. Walker made a motion to approve the minutes of the April 17, 2023 meeting as presented. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

2. NEW BUSINESS

A. Firefighter Reinstatement

Discussion took place regarding the requirements for the firefighter requesting reinstatement. Assistant Chief Bowling pointed out there was no break in fire service, as the individual started at a different Fire Department the next day after his resignation from the City. Per Chairman S. Korhn this individual must be treated like everyone else on an eligibility list so he must pass a Firefighter Mile (FFM) test.

Lieutenant Case said a FFM test similar to the one conducted by National Testing Network is given at the local fire station for part-time firefighters. He then asked if this individual requesting reinstatement could complete the test locally instead of scheduling a FFM test with National Testing Network. Chairman S. Korhn said the local test would be sufficient.

Motion: Chairman S. Korhn made a motion to allow Jay Grzechowiak to be placed on the eligibility for hire list, so long as he passes the FFM test, based upon him filing a request for reinstatement within one year of leaving service with the City. In this regard, the CSC will accept the local FFM the department has been using for part-time firefighters to be sufficient if he passes. Then, the candidate would be placed on a Reinstatement List and be eligible for hire. The

motion was seconded by N. Walker. All members voted aye, and the motion carried.

B. Entry Level/Lateral Transfer Police Officer

Clerk C. Homan explained the current list was certified in September of 2022 with five names. Two have been hired from the list. Due to an insufficient number of candidates, the department would like to certify new lists after a deadline of 60 days.

Motion: Chairman S. Korhn made a motion to declare the existing Entry Level and Lateral Transfer Police Officer lists as expired due to an insufficient number of candidates. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

Motion: Chairman S. Korhn made a motion to conduct Entry Level testing for Police Officers through National Testing Network (NTN), with the deadline to complete testing to be 60 days. Advertising will be posted in the Crescent-News, Indeed.com, Ohio Municipal League, City of Defiance website/Facebook, local colleges and utilization of NTN advertising. Candidates must score a minimum of 60% in all three sections (reading, writing and video) of the NTN test to pass and be eligible to participate in the local agility test. The local agility test will be conducted using the standard agility guidelines used in the past. To be excused from the local agility test, a candidate will need to provide the CSC with a certificate dated within a year prior to the local agility testing date showing successful completion of OPOTA training by having met their physical fitness requirement. Any candidate who has not passed the OPOTA physical fitness requirement in the last year will need to complete the local agility testing. It will also be required that candidates complete the Public Safety Self Assessment (PSSA) formerly known as the Work Attitude Questionnaire (WAQ), with a passing score being 60% on that section. The application (Personal History Questionnaire (PHQ)), computerized testing and Public Safety Self Assessment (PSSA), all on NTN, must be completed and passed by the deadline of September 1, 2023. This is an entry level position; so, applicants submitting a DD214 prior to the testing deadline will receive Veterans Preference Credit. Ranking of the candidates on the certification list will be based on the video score. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

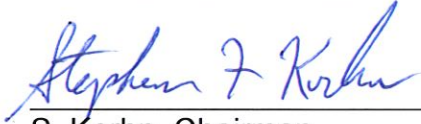
Motion: Chairman S. Korhn made a motion to conduct testing for any Lateral Transfer Police Officer candidates, resulting in a separate list from the Entry Level candidates. The determination for the eligibility of a candidate as a Lateral Transfer will be the criteria as presented in the past. The amount of time for the posting on NTN will be the same as the Entry Level testing with the same deadline of September 1, 2023. Advertising will be posted in the Crescent-News, Indeed.com, Ohio Municipal League, City of Defiance website/Facebook, local colleges and utilization of NTN

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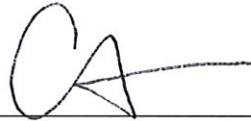
advertising. The process will be for a Lateral Transfer candidate to complete an application, supplemental questionnaire, present their State of Ohio Peace Officer Training Certificate and be in good standing with the Ohio Peace Officers Training Commission. In addition to that, there will be an interview consisting of a series of questions, in materials previously on file, with the same weights as in the past to be used also. The CSC is keeping those questions private to ensure the integrity of the interviews. There is a total of 100 points possible (maximum of 5 points on a total of 20 questions) which will be used in the ranking process. The interview board will consist of the Police Chief, Assistant Police Chief, a Lieutenant or Sergeant and a Patrolman. Lateral Transfer candidates will also need to successfully complete the local agility test to pass testing. As before, candidates who have passed the OPOTA physical fitness requirements within a year of the local agility date may submit their certificate to be exempt. This is an entry level position; so, applicants submitting a DD214 prior to the testing deadline will receive Veterans Preference Credit. The deadline to complete testing will be September 1, 2023. The motion was seconded by N. Walker. All members voted aye, and the motion carried.

There being no other business, the meeting adjourned at 5:30pm.

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