

# CIVIL SERVICE COMMISSION MEETING MINUTES

July 17, 2023

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

Present: N. Walker, T. Whetstone and Clerk C. Homan  
Guests: Fire Chief Bill Wilkins, Fire Captain Kenton McQuillin and Human Resources Manager Lanie Lambert

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## 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 N. Walker.

## 1. NEW BUSINESS

### A. Entry Level/Lateral Transfer Firefighter Testing

Discussion took place regarding the change of the required minimum score for the Public Safety Self Assessment to the score recommended by National Testing Network. There is one candidate the City is in the process of interviewing from the current list so they are requesting it stay in place through the rest of the week. There was also discussion about advertising for the upcoming testing.

**Motion:** M. Walker made a motion to declare the existing list expired as of July 21, 2023 due to the low number of candidates. Those on the list should be contacted to see if they want their current score carried over to the new list. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

**Motion:** N. Walker made a motion to conduct Entry Level testing for Firefighters/Paramedics through the National Testing Network (NTN), with the deadline to complete testing to be August 21, 2023. Advertising for the testing should be posted in The Crescent-News, Indeed, LinkedIn and City of Defiance website/Facebook page, as well as additional advertising by the Fire Department. Candidates must score a minimum of sixty percent (60%) on Reading, Math, Human Relations and Mechanical sections of the NTN test to pass. Candidates will also need to successfully complete an agility test, which will be the Firefighter Mile Certification to be scheduled through NTN, to pass testing. As before, candidates who have passed the Firefighter Mile Certification within one year prior to the application deadline will not have to complete it again. It will also be required that candidates complete the Public Safety Self Assessment (PSSAs), formerly known as the Work Attitude Questionnaire (WAQ), with a passing score being fifty percent (50%) on that section. The application (Personal History Questionnaire), computerized testing, Public Safety Self Assessment and Firefighter Mile Certification must be completed and passed by the deadline listed above. This is an entry

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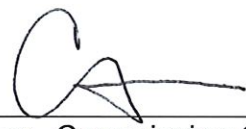
level position; so, applicants submitting a DD214 prior to the testing deadline will receive Veterans Preference Credit. Ranking of candidates on the certification list will be based on a Combined Score, which will consist of 85% Human Relations Score + 15% Mechanical Score. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

**Motion:** N. Walker made a motion to conduct testing for any Lateral Transfer Firefighter 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, with the same deadline of August 21, 2023. Advertising should be posted in The Crescent-News, Indeed, LinkedIn and City of Defiance website/Facebook page, as well as additional advertising by the Fire Department. The process will be for a Lateral Transfer candidate to complete an application and supplemental questionnaire, and to present their State of Ohio Firefighter 1 and 2 and Paramedic Certifications. In addition to that, there will be an interview, which will consist of a series of questions, in materials as 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 interview questions) which will be used in the ranking process. The interview board will consist of the Fire Chief, Assistant Fire Chief and up to three Lieutenants and Captains—as determined by the Fire Chief and Assistant Fire Chief. Candidates will also need to successfully complete an agility test, which will be the Firefighter Mile Certification administered by NTN, to pass testing. As before, candidates who have passed the Firefighter Mile Certification within one year prior to the application deadline previously mentioned will not have to complete it again. This is an entry level position; so, applicants submitting a DD214 prior to the testing deadline will receive Veterans Preference Credit. The motion was seconded by T. Whetstone. All members voted aye, and the motion carried.

There being no other business, the meeting adjourned at 5:25pm.

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