

# CIVIL SERVICE COMMISSION MEETING MINUTES

October 18, 2021

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

Present: CSC Members: Chairman S. Korhn, N. Walker, J. Fitzenrider and Clerk C. Homan  
Guests: T. Schroeder—Human Resources Manager and Fire Chief Bill Wilkins

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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 Chairman S. Korhn.

## 1. Approval of Minutes from the August 16, 2021 Meeting

**Motion:** J. Fitzenrider made a motion to approve the minutes of the August 16, 2021 meeting as presented. The motion was seconded by N. Walker. All members voted aye, and the motion carried.

## 2. NEW BUSINESS

### A. Fire Department Battalion Chief of Safety

#### Job Description

Chief Wilkins stated the job description for Fire Department Battalion Chief of Safety was drafted based upon discussion started in May of 2018. At that time, there was an ordinance passed adding this position to the roster for the department. He went on to say, however, since that time the position has never made it to the budgetary process for the department. Leading into discussion on the budget this year, a job description was taken to Board of Control to discuss if it properly outlines what would be required of an individual in this position. It was agreed upon in that meeting to bring the job description to the CSC for approval. Chief Wilkins pointed out the adding of this position does still need to go through the budgetary process.

Chairman S. Korhn questioned the Position Group listed on the Job Description as E, Nonbargaining. After discussion, it was agreed this is the best level to put this new position.

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Chairman S. Korhn then brought up Ohio Revised Code Section 124.47: Fire Department Special Positions which states, "Within any rank, the municipal council or board of trustees of a civil service township may establish such special positions having special duties with preferential pay as the council or board deems necessary, but the holding of any such special positions shall not establish eligibility to the next higher rank to the exclusion of other persons in the same rank who do not hold such special positions. No special position established by council or the board within a rank in a fire department shall be filled without promotional examination in the same manner as promotions from rank to rank."

Regarding this section of the ORC, discussion took place and established that someone holding this position still would be eligible to apply for a Fire Chief or Assistant Fire Chief position but would not have any special points awarded to them in such a test. Chief Wilkins explained a purpose of this position is not only to provide guidance on safety, but to also provide another opportunity for someone to move up through the ranks of the department and prepare them for a future position. Chairman S. Korhn reiterated holding this position does not guarantee they will move up into a Chief or Assistant Chief position.

**Motion:** Chairman S. Korhn made a motion to approve creation of the Fire Department Battalion Chief of Safety position, the job description presented for that position and that it be assigned to Position Group E on the City's Classification Scale. The motion was seconded by N. Walker. All members voted aye, and the motion carried.

### **Testing Process**

Chief Wilkins discussed they would like to use the testing process as that similar to the Chief and Assistant Chief position consisting of a written test, assessment center, and interview process. The Ohio Fire Chief's Association (OFCA) would be capable of conducting the written test and assessment center for this type of position. Chief Wilkins also stated he is satisfied with the weights and scores put on testing in the past.

Further discussion was had regarding seniority credits and whether the City would be given all scores on the list or just the top name.

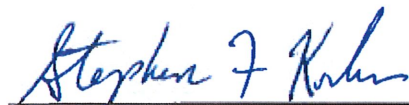
**Motion:** Chairman S. Korhn made a motion, subject to budgetary approval, the testing process for the new position of Fire Department Battalion Chief of Safety shall be a combination of a written test and assessment center. The written testing and assessment center should be administered by the OFCA. A perfect score on the written test will be 100, and likewise a perfect score on the assessment center will be 100. Candidates would need to score at least 70% to pass the written test in order to qualify for the assessment center. 55% of the assessment center score will be combined with 45% of the written score to

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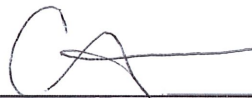
tabulate a candidate's total test score. The CSC Clerk will determine seniority credit pursuant to Local Rule 50.14 which will be added to the total test score for the candidate's final score. Everyone who passes will be on the eligibility list, but only the top name shall be provided to the City as with other promotional testing and as outlined in ORC 124.47. Chief Wilkins shall supply a list of study material as recommended by the OFCA. The motion was seconded by J. Fitzenrider. All members voted aye, and the motion carried.

There being no other business, the meeting adjourned at 5:40pm.

**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.

Cc: Mayor Mike McCann, Jeff Leonard, Sean O'Donnell, Tracey Schroeder, Division Heads.