

**CITY OF DELAWARE
CIVIL SERVICE COMMISSION
CITY COUNCIL CHAMBERS
CITY HALL
1 SOUTH SANDUSKY STREET
3:00 P.M.**

AGENDA

October 4, 2017

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL of Motion Summary for the meeting held September 6, 2017 as recorded and transcribed.
4. CERTIFICATION of Fire Lt. Promotional List
5. UPDATE of Firefighter Recruiting Process
6. UPDATE Firefighter Certified List
 - a. Full-time Certified List
 - b. Part-time Certified List
7. UPDATE Firefighter Physical Agility Validation
8. PUBLIC COMMENTS
9. COMMITTEE COMMENTS
10. ADJOURNMENT

CIVIL SERVICE COMMISSION
Motion Summary
September 6, 2017

ITEM 1. ROLL CALL

Chairman Rybka called the meeting to order at 3:03 p.m.

Members Present: Brooke Acker, Chairman John Rybka, Vice Chairman Eric Coss

City Council Liaison: Councilman Jim Browning

Staff Present: John Donahue, Fire Chief, Rob Penrod, Police Captain, Jessica Feller, Human Resource Manager, and Lorrie Diaz, Human Resource Coordinator

ITEM 2. APPROVAL of the Motion Summary for the Civil Service Commission meeting held July 12, 2017, a recorded and transcribed.

Motion: Ms. Acker moved to approve the Motion Summary for the July 12, 2017 Civil Service Commission meeting, seconded by Vice-Chairman, Eric Coss. Motion passed by a 3-0 vote.

ITEM 3. Update Firefighter/Paramedic Certified List

Chief Donahue discussed the current list with 5 additions as well as the removal of 6 others due to being disqualified under CSC Rule III (D) and one other who withdrew.

Motion: Ms. Acker moved to accept the Firefighter/Paramedic Certified List as presented, seconded by Vice-Chairman Coss. Motion approved by a 3-0 vote.

ITEM 5. PUBLIC COMMENTS

There was no public comment.

ITEM 6. COMMITTEE COMMENTS

Chairman Rybka shared an article from the July 2017 Time Magazine stating that American Houses are burning down significantly less often compared to 1980s. He congratulated and thanked Chief Donahue. Chief Donahue stated

that much credit is due to the firemen today, and he added that, while this is true, newer houses burn much faster, so a different problem is now present.

ITEM 7. ADJOURNMENT

Motion: Vice-Chairman Coss moved to adjourn the Civil Service Commission meeting, seconded by Ms. Acker. The Civil Service Commission meeting was adjourned at 3:19 p.m.

John M. Rybka, Chairman

Elaine McCloskey, Clerk

Certification Date: October 4, 2017

**City of Delaware
Fire Lieutenant Promotional List (2017)**

Expiration Date: October 4, 2018

List Order	Name	DOH	Date Application Period Closed	Years of Service	Assessment Center Score		Review Panel Score		Subtotal	Additional Points for Education: Assoc = 1 pt Bachelors = 2 pts Masters = 3 pts	Additional Points for Years of Service: 6-10 yrs = 1 pt 11-15 yrs = 2 pts 16-20 yrs = 3 pts 20+ yrs = 4 pts	Total Score:
					Actual	Weighted (70%)	Actual	Weighted (30%)				
1	Timothy Pyle	10/13/99	08/01/17	17.81	93.6	65.52	89.28	26.78	92.30	2	3	97.30
2	Joseph Jones	03/18/09	08/01/17	8.38	92.6	64.82	80.29	24.09	88.91	1	1	90.91
3	Chris Neading	01/18/12	08/01/17	5.54	87	60.9	88.41	26.52	87.42	1	0	88.42
4	Brian LeMaster	08/01/12	08/01/17	5.00	81.2	56.84	75.36	22.61	79.45	1	0	80.45

List certified by the Civil Service Commission on the 4th day of October, 2017.

John Rybka
Chair, Civil Service Commission

2017 Fire Fighter Recruitment Process

Updated: **October, 2017**

- 1) Seek Civil Service Commission approval for recruitment process changes
- 2) Qualifications for Applicants
 - a. Minimum age is 18 at the time of appointment.
 - b. Age limit is 40 at the time of appointment.
 - c. Possession of a high school diploma or GED.
 - d. Ohio Firefighter I & II certification at time of application.
 - e. Ohio EMT-B certification at time of application.
 - f. Must be a United States citizen or hold a permanent resident card.
- 3) Written Exam
 - a. To be provided by a reputable City approved professional testing service for an entry level fire fighter applicant.
 - b. Applicants shall be responsible for the full cost of the test.
 - i. Applicants meeting certain requirements may be eligible for hardship fee waiver. It is the City's sole discretion to offer and approve or deny a hardship fee waiver.
 - c. A minimum score of 75% is considered passing.
 - d. Accounts for 50% of overall score.
 - e. Multiple testing dates may be made available.
 - f. The City may accept test scores on a continual basis.
 - g. Up to the top 60 highest scoring candidates (and ties) will move on to the Physical Agility Assessment.
 - h. After the candidate is selected to move on to additional phases of the process, their score will no longer be eligible for future consideration if the candidate fails to **respond to the City's invitation to participate or fails to successfully complete those phases** (for example, physical agility, oral exam, completion of background check). In order to be eligible for future consideration, the candidate must retake the written test and reapply.
- 4) Physical Agility Assessment
 - a. Up to the top 60 highest scoring candidates (and ties) will be invited to participate in the Physical Agility Assessment pursuant to department hiring needs.
 - b. Passing the physical agility assessment does not necessarily guarantee an interview.
 - c. Delaware Fire Department Physical Agility Assessment:
 1. Candidates will be required to pass all stages of the assessment.
 2. The Fire Chief will review the agility stages annually to determine what is necessary and useful.
 3. The Fire Department will provide up to 3 practice sessions for candidates on the three prior Saturdays leading up to the test date.
- 5) A self-background report is to be completed by candidates who have successfully passed the Physical Agility Assessment.

- 6) Oral Panel Interviews will be comprised of a standardized set of questions.
- a. Oral Panel Interviews will be scheduled according to department hiring needs.
 - b. Oral Panel Interview representatives will be provided appropriate training by DAS staff.
 - c. Candidates must obtain a minimum passing score of 70%.
 - d. Accounts for 50% of the candidate's overall score
 - e. Interview panel to consist of:¹
 - i. Fire Chief and/or Assistant Fire Chief
 - ii. Fire Captain and/or Lieutenant
 - iii. Fire Fighter
 - iv. DAS representative
 - v. Citizen
 - f. The City will establish a pool of citizen volunteers interested in serving on the interview panel. Applicants will be screened and if deemed acceptable, placed into the pool. The City may proceed with interviews *without* the citizen panelist if one of the following occurs:
 - i. The City is unable to schedule one of the members from the interview panel pool.
 - ii. A member of the pool who has agreed to be part of the panel cancels within two weeks of the scheduled interviews.
 - iii. The City is unable to find any acceptable volunteers for the pool.
 - g. Interviews will be scheduled as necessary to fill vacancies that exist. The City will endeavor to maintain the same panel representatives throughout each grouping of interviews in order to ensure consistency in scoring for a particular group. If a member of the interview panel is unable to attend on a particular day, interviews will proceed without that member.
 - h. Candidate will identify during the interview process the list(s) (Full-time, Part-time or both) they are applying for. After the list is certified, the Candidate may request to be added to a list they are not currently on, provided they are currently on an existing list and only for the original remaining eligible time period.²
- 7) Ranking will be based on the candidate's written exam score and average panel interview score plus additional points for the following
- a. Certification (Candidate may add at any time):
 - i. Paramedic Card = 5 pts
 - b. Educational Points³
 - i. Associate Degree = 1 pt
 - ii. Bachelor's Degree = 2 pts
 - iii. Master's Degree = 3 pts
 - c. Military Points::

¹ Interviews will be scheduled as necessary to fill vacancies that exist. The City will endeavor to maintain the same panel representatives throughout each grouping of interviews in order to ensure consistency in scoring for a particular group.

² Effective 10/04/2017, two certified lists will be maintained, one for full-time and one for part-time employment and candidates on certified list can add points for obtaining Paramedic card at any time.

³ Education points awarded for highest degree achieved only.

- i. Honorable discharge, active duty or current reserve status = 1 pt
(note: The educational and military points must be completed and submitted at the time of the panel interview to be included in the candidates score)
- 8) Provide initial (Full-time and Part-time) lists for certification by the Civil Service Commission. Thereafter, provide additions to the eligible lists for certification by the Civil Service Commission. Candidates who retest are required to test in all steps. The candidate's new score will replace the existing Certified score including failures.
- 9) Completion of Background Assessment and Waiver
- 10) Background check and BCI/FBI Fingerprinting
- 11) Completion of Fire Fighter Index (FFI) and Emotional Intelligence Index (EII)
- 12) Polygraph (non-medical)⁴
- 13) Interview with Fire Chief
- 14) Recommendation for hire to City Manager
- 15) Interview with the City Manager and issuance of conditional offer
- 16) Full psychological evaluation
- 17) Pension physical and drug screen
- 18) Swearing In Ceremony

Internal Transfers (Part-time to Full-time)

- 1) Internal part-time employees are eligible to be hired for full-time employment under the following circumstances.
 - a. Currently on the Full-time list and within the criteria of the Rule of 10.
 - b. Not currently on the Full-time list, but can be added to it
 - i. Employee must submit a written request to be added to the full-time list.
 - ii. Internal candidate's original Part-Time overall score is added to the eligible list for a period of one year.
 - iii. The updated eligible list is presented to the Civil Service Commission to be certified.

Tie Breakers: Once all scores are calculated and additional points added, if two or more candidates have the same score and tie for the tenth ranking, then all candidates receiving that same score shall qualify under the "Rule of Ten" regardless of the number of candidates.

Approved by the Civil Service Commission on this _____ day of _____ 2017.

John Rybka
Chairman, Civil Service Commission

⁴ Polygraph examinations may be conducted prior to a conditional offer as they do not contain medical information.

**City of Delaware
Firefighter Certified List (2017)**

FULL-TIME LIST

Current List Order	Original List Order	CANDIDATES	Part-time	Full-Time	Written Exam	Avg. Interview Score	Combined Score	Educ Pts	Para medic Pts	Mili tary Pts	Overall Score	Date on Certified List	Roll Off Date (1 year)	Status as of 5/3/17 CSC Mtg	Status as of 7/12/17 CSC Mtg	Status as of 9/6/17 CSC Mtg	Status as of 10/4/17 CSC Mtg
1	E1	Rella, David		FT only	86.60	86.00	86.30	2	5		93.30	9/6/2017	9/6/2018				Added to list
2	C1	Hall, Robert (RJ)		FT only	87.38	84.80	86.09		5		91.09	5/3/2017	5/3/2018	Added to list	*		Offered PT, turned down
3	E2	Staggenborg, Joseph		FT only	86.94	86.00	86.47	2			88.47	9/6/2017	9/6/2018				Added to list
4	E3	Sutter, Anthony	PT	FT	77.55	86.40	81.98		5		86.98	9/6/2017	9/6/2018				Added to list
5	C2	Johnson, Patrick	PT	FT	82.27	84.00	83.14	2			85.14	5/3/2017	5/3/2018	Added to list			
6	D2	DePassio, Dana	PT	FT	83.36	82.00	82.68	2			84.68	7/12/2017	7/12/2018		Added to list		
7	B2	Holliday, Stuart		FT only	83.83	83.00	83.42			1	84.42	1/4/2017	1/4/2018				
8	B4	Watson, Alexander	PT EE 5/31/17	FT	84.42	79.40	81.91				81.91	10/4/2017	10/4/2018				Added to FT list
9	E4	Marquardt, Dashell	PT	FT	81.66	81.80	81.73				81.73	9/6/2017	9/6/2018				Added to list
10	C5	Crowell, Craig		FT only	79.75	81.60	80.68				80.68	5/3/2017	5/3/2018	Added to list			
11	B5	Jennings, Wade	PT	FT	85.93	72.00	78.97			1	79.97	1/4/2017	1/4/2018	Passed over PT (1)			
12	D4	Schaffer, Joshua	PT	FT	79.68	78.00	78.84				78.84	7/12/2017	7/12/2018		Added to list		
13	B6	Young, Austin	PT EE 5/31/17	FT	84.34	72.80	78.57				78.57	10/4/2017	10/4/2018				Added to FT list
14	E5	MacFarlane, Brandon		FT only	86.64	70.00	78.32				78.32	9/6/2017	9/6/2018				Added to list
15	A6	Lucas, Trenton	PT EE 2/08/17	FT	82.23	72.00	77.12				77.12	10/4/2017	10/4/2018				Added to FT list

*Still in background investigation process, therefore not considered "passed over"

PART-TIME LIST

Current List Order	Original List Order	CANDIDATES	Part-time	Full-Time	Written Exam	Avg. Interview Score	Combined Score	Educ Pts	Para medic Pts	Mili tary Pts	Overall Score	Date on Certified List	Roll Off Date (1 year)	Status as of 5/3/17 CSC Mtg	Status as of 7/12/17 CSC Mtg	Status as of 9/6/17 CSC Mtg	Status as of 10/4/17 CSC Mtg
1	E3	Sutter, Anthony	PT	FT	77.55	86.40	81.98		5		86.98	9/6/2017	9/6/2018				Added to list
2	C2	Johnson, Patrick	PT	FT	82.27	84.00	83.14	2			85.14	5/3/2017	5/3/2018	Added to list			
3	D2	DePassio, Dana	PT	FT	83.36	82.00	82.68	2			84.68	7/12/2017	7/12/2018		Added to list		
4	E4	Marquardt, Dashell	PT	FT	81.66	81.80	81.73				81.73	9/6/2017	9/6/2018				Added to list
5	B5	Jennings, Wade	PT	FT	85.93	72.00	78.97			1	79.97	1/4/2017	1/4/2018	Passed over PT (1)			
6	D4	Schaffer, Joshua	PT	FT	79.68	78.00	78.84				78.84	7/12/2017	7/12/2018		Added to list		

Hired/Removed/Disqualified From List

Current List Order	Original List Order	CANDIDATES	Part-time	Full-Time	Written Exam	Avg. Interview Score	Combined Score	Educ Pts	Para medic Pts	Mili tary Pts	Overall Score	Date on Certified List	Roll Off Date (1 year)	Status as of May 3, 2017 CSC Mtg	Status as of July 12, 2017 CSC Mtg	Status as of Sept 6, 2017 CSC Mtg

List certified by the Civil Service Commission on the 6th day of September, 2017

John Rybka
Chair, Civil Service Commission

NOTES

- 3 6 names added to certified list on Jan. 4, 2017 (B1-B6)
- 4 5 names added to certified list on May 3, 2017 (C1-C5)
- 5 5 names added to certified list on July 12, 2017 (D1-D5)
- 6 5 names added to certified list on Sept 6, 2017 (E1-E5)

POINT VALUES

- Education Points (Assoc = 1 pt, Bach = 2 pts, Mast = 3 pts)
- Paramedic Cert. Points (5 pts)
- Military Status Points (Hon Disch, active duty or reserve = 1 pt)



MEMORANDUM

TO: Civil Service Commission
 FROM: John L. Donahue, Fire Chief 
 DATE: September 23, 2017
 RE: Physical Agility Validation Update

As per the recommendation in 2015 from the Civil Service Commission, the Fire Department has pursued the validation of the existing physical agility test. This validation was funded as part of the Fire Department - 2016 Budget. The validation was necessary to ensure the testing stations and process were appropriate for the job requirements of the Fire Department. The Civil Service Commission directed staff to pursue validation of the existing test in lieu of utilizing existing nationally used tests.

The validation was conducted in 2016 by Ergometrics with a report presented in 2017. The validation process included, a review of the existing job performance requirements, a review of the existing testing stations, an on-site visit assessing an actual physical agility test and an assessment of Department employees completing the existing test. The report provided several recommendations to the existing test including the elimination, addition and the modification of various testing stations. The Fire Department will be moving forward beginning in 2018 with the new validated test.

Below are the changes the Fire Department will be making:

1. Proposed Changes to Events
 - a. We will move forward with the proposed events recommended by Ergometrics. A comparison chart is provided below.
 - b. Aerial Ladder will be converted from an 85' climb to a 100' climb to comply with the existing aerial ladders used by the Department.
 - c. The Pulling Charged 1 $\frac{3}{4}$ " will be modified to a 200' line. This will comply with what is typically used by the Department.

Scoring Times for Physical Agility Test	
Current Event Protocol	Proposed Event Protocol
Aerial Ladder Climb - 85'	Aerial Ladder Climb - 100' (Modified)
Pulling 2-1/2" Charged Hose Line	Pulling 1-3/4" Charged Hose Line (Modified)
Removal of 24' Extension ladder	Removal of 24' Extension ladder
Stairway Climb	Stairway Climb
Fly Ladder Raise	Fly Ladder Raise
Weight Lift and Twist	Weight Lift and Twist
Sandbag (125 lbs) Lift and Drag	Rescue Drag -165 lb mannequin dragged 100' (Modified)
500-Yard Shuttle Run (Removed)	Hose Hoist (New Event)
Bent Knee Sit-ups (Removed)	Wearing Gas Mask (New Order)
Wearing Gas Mask	Beam Walk with Hose (New Order)
Beam Walk with Hose	CPR (New Event)



2. Proposed Changes in Scoring

- a. The times will be adjusted due to the modifications listed above. These will be reviewed with Ergometrics. The chart provided below will be updated to reflect the changes.
- b. The test will continue to use a single failure disqualification. At the end of 2018, this will be reassessed.

Scoring Times for Physical Agility Test	
Event	Time Limits
Aerial Climb - 100'	TBD
Pulling 1-3/4" Charged Hose Line	TBD
Removal of 24' Extension ladder	25 seconds
Stairway Climb	90 seconds
Fly Ladder Raise	60 seconds
Weight Lift and Twist	60 seconds
Rescue Drag	40 seconds
Hose Hoist	35 seconds
Wearing Gas Mask	60 seconds
Beam Walk with Hose	90 seconds
CPR	120 seconds

3. Proposed Changes in the Protocol

- a. The Fire Department will be researching means to conduct the test indoors. An entire test conducted indoors is not completely feasible due to the aerial ladder climb. This assessment will be reviewed and if a solution is identified, will be brought forth at the end of 2018.
- b. The modifications of the test will require modifications of the instructions. Evaluators will be limited to using only the scripted instructions. This will eliminate the motivational support that evaluators have previously provided the candidates.
- c. The test process was previously modified in 2016 so that candidate progress through the testing process as an individual versus a group of candidates. This will continue to ensure all candidates receive a consistent test.

In conclusion, the recommendations provided by Ergometrics will result in a validated test for the City. The new testing process and needed work will be completed in order to bring the test on-line in time for the 2018 tests. Throughout 2018, the test will be continued to be evaluated and any additional changes will be brought back at the end of 2018.

jld

cc: file