

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

AGENDA

June 6, 2018

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL of Motion Summary for the meeting held May 2, 2018 as recorded and transcribed.
4. APPROVAL of New Firefighter Eligible List
5. UPDATE of Fire Captain Certified List
6. UPDATE of Firefighter Recruiting Process
7. UPDATE of Police Officer Certified List
8. PUBLIC COMMENTS
9. COMMITTEE COMMENTS
10. ADJOURNMENT

CIVIL SERVICE COMMISSION
Motion Summary
May 2, 2018

ITEM 1. ROLL CALL

Chairman Rybka called the meeting to order at 3:00 p.m.

Members Present: Frank Hickman and Chairman John Rybka

Members Absent: Councilman Jim Browning, City Council Liaison and Vice-Chairman Eric Coss

Staff Present: John Donahue, Fire Chief, Bruce Pijanowski, Police Chief, Jessica Feller, Human Resource Manager

Motion to Excuse: Chairman Rybka moved to excuse Vice-Chairman Coss, seconded by Mr. Hickman. Motion approved by a 2-0 vote.

ITEM 2. PLEDGE OF ALLEGIANCE

ITEM 3. APPROVAL of the Motion Summary for the Civil Service Commission meeting held April 4, 2018, a recorded and transcribed.

Motion: Chairman Rybka moved to approve the Motion Summary for the April 4, 2018 Civil Service Commission meeting, seconded by Mr. Hickman. Motion passed by a 2-0 vote.

ITEM 4. APPROVAL of Fire Captain Promotional List

Chief Donahue discussed that four candidates took a written exam back in 2017 and were put on a hold list until a position was available. He informed the Commission that one candidate was removed from the list per their request.

Motion: Chairman Rybka moved to approve the Fire Captain Promotional List as presented, seconded by Mr. Hickman. Motion approved by a 2-0 vote.

ITEM 5. UPDATE of Police Officer Certified List

Chief Pijanowski explained that four names were coming off the list, as one was hired and the others were time expired.

Motion: Chairman Rybka moved to accept the Police Officer Certified List as presented, seconded by Mr. Coss. Motion approved by a 2-0 vote.

ITEM 6. PUBLIC COMMENTS

There was no public comment.

ITEM 7. COMMITTEE COMMENTS

Mr. Hickman thanked staff for the invitation to the swearing in ceremony for the firefighters.

Chairman Rybka discussed the progress towards the construction of Station 304. Chief Donahue informed the Commission that construction is estimated to be completed by the end of November.

ITEM 8. ADJOURNMENT

Motion: Chairman Rybka moved to adjourn the Civil Service Commission meeting, seconded by Mr. Hickman. The Civil Service Commission meeting was adjourned at 3:10 p.m.

John M. Rybka, Chairman

Elaine McCloskey, Clerk

**City of Delaware
2018 Firefighter Certified List**

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	Military Pts	Overall Score	Date on Certified List	Roll Off Date (1 year)	Status as of 6/6/18 CSC Mtg
1	A1	Derek Choops	X	X	85.35	83.60	84.48	2	5		91.48	6/6/2018	6/6/2019	Added to Eligible List
2	A2	Jordan Doherty	X	X	82.95	84.00	83.48	2			85.48	6/6/2018	6/6/2019	Added to Eligible List
3	A3	Cale Walker		FT Only	82.43	88.40	85.42				85.42	6/6/2018	6/6/2019	Added to Eligible List
4	A4	Alexander Rafeld	X	X	83.83	85.20	84.52				84.52	6/6/2018	6/6/2019	Added to Eligible List
5	A5	William Lemaster	X	X	80.58	84.40	82.49			1	83.49	6/6/2018	6/6/2019	Added to Eligible List
6	A6	Promise Stark	X	X	77.04	85.60	81.32			1	82.32	6/6/2018	6/6/2019	Added to Eligible List

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	Military Pts	Overall Score	Date on Certified List	Roll Off Date (1 year)	Status as of 6/6/18 CSC Mtg
1	A1	Derek Choops	X	X	85.35	83.60	84.48	2	5		91.48	6/6/2018	6/6/2019	Added to Eligible List
2	A2	Jordan Doherty	X	X	82.95	84.00	83.48	2			85.48	6/6/2018	6/6/2019	Added to Eligible List
3	A3	Alexander Rafeld	X	X	83.83	85.20	84.52				84.52	6/6/2018	6/6/2019	Added to Eligible List
4	A4	William Lemaster	X	X	80.58	84.40	82.49			1	83.49	6/6/2018	6/6/2019	Added to Eligible List
5	A5	Promise Stark	X	X	77.04	85.60	81.32			1	82.32	6/6/2018	6/6/2019	Added to Eligible List

List certified by the Civil Service Commission on the 6th day of June, 2018

John Rybka
Chair, Civil Service Commission

NOTES

1 6 names added on 6/6/2018 (A1-A6)

Extra 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)

Original Certification Date: May 2, 2018
 Update Date: June 6, 2018

City of Delaware Fire Captain Promotional List (2018)

Expiration Date: May 2, 2019

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: 8-10 yrs = 1 pt 11-15 yrs = 2 pts 16-20 yrs = 3 pts 20+ yrs = 4 pts	Total Score:	Status as of 5/2/18 CSC Mtg	Status as of 6/6/18 CSC Mtg
					Actual	Weighted (70%)	Actual	Weighted (30%)						
1	Peter Gomia	04/30/99	11/01/17	18.52	88.4	61.88	77	23.10	84.98	1	3	88.98	Added to List	
2	Erik Zierden	10/15/91	11/01/17	26.07	75.7	52.99	78	23.40	76.39	2	4	82.39	Added to List	

HIRED/REMOVED/DISQUALIFIED

Previous List Order	Name	DOH	Date Application Period Closed	Years of Service	Assessment Center Score		Review Panel Score		Subtotal	Additional Points for Education:	Additional Points for Years of Service:	Total Score:	Status as of 5/2/18 CSC Mtg	Status as of 6/6/18 CSC Mtg
					Actual	Weighted (70%)	Actual	Weighted (30%)						
1	Timothy Pyle	10/13/99	11/01/17	18.07	90.3	63.21	87	26.10	89.31	2	3	94.31	Added to List	Promoted 6/13/18

List certified by the Civil Service Commission on the 6th day of June, 2018.

 John Rybka
 Chair, Civil Service Commission

2018 Firefighter Recruitment Process

Updated: June 2018

- 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 firefighter 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. Applicants are required to take and pass all components of the National Testing Network's (NTN) FireTEAM written exam according to the NTN validated passing score levels.¹
 - d. The Human Relations Video component score 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 Ability Test.
 - h. After the candidate is selected to move on to additional phases of the process, their written exam 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 ability, 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 Ability Test (PAT)
 - a. Passing the PAT does not necessarily guarantee an interview.
 - b. Delaware Fire Department PAT:
 1. Candidates will be required to pass all stages of the assessment.
 2. The Fire Chief will review the PAT 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 dates leading up to the test date.

¹ Effective 5/1/2018, The National Testing Network re-validated the Firefighter written exam and recommends the Human Relations Video score been used as the overall score as it is most predictive of success on the job.

- 5) A self-background report is to be completed by candidates who have successfully passed the PAT before moving onto the Oral Panel Interview.
- 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:²
 - 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.³
- 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):²
 - i. Paramedic Card = 5 pts
 - b. Educational Points⁴
 - i. Associate Degree = 1 pt

² 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.

³ 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.

⁴ Education points awarded for highest degree achieved only.

- ii. Bachelor's Degree = 2 pts
- iii. Master's Degree = 3 pts
- c. Military Points::
 - 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 may 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)⁵
- 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 _____ 2018.

John Rybka
Chairman, Civil Service Commission

⁵ Polygraph examinations may be conducted prior to a conditional offer as they do not contain medical information.

**City of Delaware
2018 Police Officer Certified List**

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Status Points	Education Points	Certified Status Points	OVERALL SCORE	Date Placed on Certified List	Roll-off Date	Candidate Status as of 5/2/18 CSC Meeting	Candidate Status as of 6/6/18 CSC Meeting
1	D2	Ballistrea, Michael	80.00	88.59	84.30	1	2	2	89.30	01/03/18	01/03/19		
2	D4	Howard, Christian	83.67	84.24	83.95	1	2		86.95	01/03/18	01/03/19		
3	D6	Altenburger, Isaac	82.67	85.33	84.00		2		86.00	01/03/18	01/03/19		
4	D8	Kehres, Tristan	86.17	83.15	84.66				84.66	01/03/18	01/03/19		
5	D9	Fairman, David	80.50	83.7	82.10		2		84.10	01/03/18	01/03/19		
6	D10	Light, Nicholas	81.33	83.7	82.52	1			83.52	01/03/18	01/03/19		
7	D11	Jent, Kendall	79.67	80.43	80.05		3		83.05	01/03/18	01/03/19		
8	D15	Yeager, Richard	75.83	82.07	78.95			2	80.95	01/03/18	01/03/19		
9	D16	Martin, Matthew	75.83	83.7	79.77				79.77	01/03/18	01/03/19		

HIRED/REMOVED/DISQUALIFIED

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Points	Edu. Points	Certified Status Points	OVERALL SCORE (for CSC eligibility list)	Date Placed on Certified List	Roll-off Date (1 yr from date placed on list unless extended)	Candidate Status as of 5/2/18 CSC Meeting	Candidate Status as of 6/6/18 CSC Meeting
8	D13	Leasure, Eric	83.83	80.98	82.41				82.41	01/03/18	01/03/19		Recommended to City Manager for Hire
9	D14	George, Tyler	80.17	79.35	79.76			2	81.76	01/03/18	01/03/19		Recommended to City Manager for Hire

List certified by the Civil Service Commission on the 6th day of June, 2018

John Rybka
Chair, Civil Service Commission

Notes

1 Addition of 16 names on January 3, 2018 (D1-D16)

Extra Point Values

Military Status Points (Hon Disch, active duty or reserve = 1 pt)
Education Points (Assoc = 1 pt, Bach = 2 pts, Mast = 3 pts)
Certified Status Points (OH = 2 pts, outside OH = 1 pt)