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
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
## FULL-TIME LIST

<table>
<thead>
<tr>
<th>Current List Order</th>
<th>Original List Order</th>
<th>CANDIDATES</th>
<th>Part-time</th>
<th>Full-Time</th>
<th>Written Exam</th>
<th>Avg. Interview Score</th>
<th>Combined Score</th>
<th>Educ Pts</th>
<th>Paramedic Pts</th>
<th>Military Pts</th>
<th>Overall Score</th>
<th>Date on Certified List</th>
<th>Roll Off Date (1 year)</th>
<th>Status as of 6/6/18 CSC Mtg</th>
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<tr>
<td>1</td>
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<td>6/6/2019</td>
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</table>

**NOTES**

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)

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## PART-TIME LIST

<table>
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<td>6/6/2019</td>
<td>Added to Eligible List</td>
<td></td>
</tr>
</tbody>
</table>

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

______________________________

John Rybka
Chair, Civil Service Commission

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**NOTES**

- 6 names added on 6/6/2018 (A1-A6)
### City of Delaware

**Fire Captain Promotional List (2018)**

<table>
<thead>
<tr>
<th>List Order</th>
<th>Name</th>
<th>DOH</th>
<th>Date Application Period Closed</th>
<th>Years of Service</th>
<th>Assessment Center Score</th>
<th>Review Panel Score</th>
<th>Subtotal</th>
<th>Additional Points for Years of Service:</th>
<th>Additional Points for Education:</th>
<th>Total Score</th>
<th>Status as of 5/2/18 CSC Mtg</th>
<th>Status as of 6/6/18 CSC Mtg</th>
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<tr>
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<td>Peter Gomia</td>
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<td>23.40</td>
<td>2</td>
<td>3 pts</td>
<td>76.39</td>
<td>23.40</td>
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**Hired/Removed/Disqualified**

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<th>Previous List Order</th>
<th>Name</th>
<th>DOH</th>
<th>Date Application Period Closed</th>
<th>Years of Service</th>
<th>Assessment Center Score</th>
<th>Review Panel Score</th>
<th>Subtotal</th>
<th>Additional Points for Years of Service:</th>
<th>Additional Points for Education:</th>
<th>Total Score</th>
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<th>Status as of 6/6/18 CSC Mtg</th>
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<tr>
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<td>Timothy Pyle</td>
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<td>3 pts</td>
<td>89.31</td>
<td>26.10</td>
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</tbody>
</table>

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

______________________________
John Rybka
Chair, Civil Service Commission
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:
      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.

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 Points
      i. Associate Degree = 1 pt

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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

<table>
<thead>
<tr>
<th>Current List Order</th>
<th>Original List Order</th>
<th>Candidate</th>
<th>Avg. Interview Score</th>
<th>Written Exam Score</th>
<th>COMBINED SCORE</th>
<th>Military Status Points</th>
<th>Edu. Points</th>
<th>Certified Status Points</th>
<th>OVERALL SCORE</th>
<th>Date Placed on Certified List</th>
<th>Roll-off Date</th>
<th>Candidate Status as of 5/2/18 CSC Meeting</th>
<th>Candidate Status as of 6/6/18 CSC Meeting</th>
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<tr>
<td>1</td>
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### HIRED/REMOVED/DISQUALIFIED

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<th>Edu. Points</th>
<th>Certified Status Points</th>
<th>OVERALL SCORE (for CSC eligibility list)</th>
<th>Date Placed on Certified List</th>
<th>Roll-off Date (1 yr from date placed on list unless extended)</th>
<th>Candidate Status as of 5/2/18 CSC Meeting</th>
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<td>01/03/18</td>
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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)