

**CITY OF DELAWARE
CIVIL SERVICE COMMISSION
MEETING TO BE HELD VIRTUALLY VIA CISCO Webex **
3:00 P.M.**

AGENDA

May 5, 2021

1. ROLL CALL
2. APPROVAL of the Motion Summary for the meeting held January 13, 2021 as recorded and transcribed.
3. PUBLIC COMMENTS
 - PUBLIC COMMENT OPTIONS:**
 - o **JOIN VIRTUAL MEETING:** To provide live public comment please email emccloskey@delawareohio.net or call 740-203-1013 to sign up by 3 p.m. the date of the meeting. **Name and address are required for public comment.** Comments are limited to 3 minutes.
 - o **EMAIL, LETTER, PETITION:** written public comment, maximum of 500 words, is to be received by 3 p.m. the date of the meeting to be presented to the Commission for submission and read into the record. **Name and address are required.**
 - o **FACEBOOK:** Comments received on Facebook will not be presented during the meeting and will be addressed by staff subsequent to the meeting as appropriate.
4. UPDATE to Firefighter Certified List
5. UPDATE to Police Officer Recruitment Process
6. STAFF COMMENTS
7. COMMITTEE COMMENTS
8. ADJOURNMENT

This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by Council, staff, or the public will be available.

CIVIL SERVICE COMMISSION
Motion Summary
January 13, 2021

ITEM 1. ROLL CALL

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

Members Virtually Present: Kent Shafer (arrived at 3:30 p.m.), City Council Liaison, Mary Jane Santos, Vice-Chairman Eric Coss and Chairman John Rybka

Staff Virtually Present: Lorrie Diaz, Human Resource Coordinator, John Donahue, Fire Chief and Natalia Harris, City Attorney

ITEM 2. APPROVAL of the Motion Summary for the Civil Service Commission meeting held November 11, 2020, as recorded and transcribed.

Motion: Ms. Santos motioned to approve the motion summary for the November 11, 2020 Civil Service Commission meeting, seconded by Vice-Chairman Coss. This motion was approved by a 3-0 vote.

ITEM 3. ADOPTION of Proposed 2021 Community Paramedic Recruitment Process

Chairman Ryka discussed the roles for the community paramedics that were approved in the budget. Chief Donahue discussed that the process mirrors the firefighter position with minor modifications. He discussed the physical ability test that will need to be completed. He discussed there is also a position for Service Coordinator, but this would be a position held by a social worker. Chief Donahue clarified there would be one service coordinator/social worker position, one community paramedic, and critical care paramedics for the remaining positions.

PUBLIC COMMENT:

Joseph Murphy
IAFF Local 6060 President

Mr. Murphy read a statement into the record representing Local 6060 of the International Association of Fire Fighters and informed the Commission that Local 6060 is filing another ULP with the State Employment Relations Board regarding their concerns.

Motion: Ms. Santos moved to accept the proposed 2021 Community Paramedic Recruitment Process as presented, seconded by Chairman Rybka. Motion approved by a 2-1 (Coss) vote.

ITEM 4. PUBLIC COMMENT

There was no additional public comment.

ITEM 5. STAFF COMMENTS

Chief Donahue shared effects of COVID-19 on staff relating to illness and quarantine and when firefighters are expected to receive the vaccine.

ITEM 6. COMMITTEE COMMENTS

ITEM 7. ADJOURNMENT

Motion: Chairman Rybka moved to adjourn the Civil Service Commission meeting, seconded by Vice-Chairman Coss. The Civil Service Commission meeting was adjourned at 3:43 p.m.

John M. Rybka, Chairman

Elaine McCloskey, Clerk

**City of Delaware
2021 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 7/1/20 CSC Mtg	Status as of 5/5/21 CSC Mtg
1	F1	Stephen Kisak		FT only	90.97	90.80	90.89	2	5		97.89	5/5/2021	5/5/2022		Added to list 5/5/21
2	F2	Alexander Evers	X	X	96.68	80.00	88.34	2	5		95.34	5/5/2021	5/5/2022		Added to list 5/5/21
3	C1	Sam Vondenhuevel		FT only	92.08	77.20	84.64	2	5		91.64	6/5/2019	6/5/2021	Extend on list for one year to 6/5/21	
4	F3	Jack Ferguson		FT only	85.00	88.00	86.50		5		91.50	5/5/2021	5/5/2022		Added to list 5/5/21
5	C2	Thomas Patterson		FT only	85.28	91.60	88.44			1	89.44	6/5/2019	6/5/2021	Extend on list for one year to 6/5/21	
6	F4	Parker Shope	X	X	86.88	80.00	83.44		5		88.44	5/5/2021	5/5/2022		Added to list 5/5/21
7	F5	Thomas Glasstetter	X	X	88.06	78.80	83.43	3			86.43	5/5/2021	5/5/2022		Added to list 5/5/21
8	F6	Samuel Bletner		FT only	84.93	78.80	81.87	2			83.87	5/5/2021	5/5/2022		Added to list 5/5/21
9	F7	Brandon Bynorth		FT only	83.19	74.00	78.60		5		83.60	5/5/2021	5/5/2022		Added to list 5/5/21
10	F8	Nicholas Frena	X	X	90.14	75.20	82.67				82.67	5/5/2021	5/5/2022		Added to list 5/5/21
11	F9	Wayne Brookover	X	X	90.56	73.20	81.88				81.88	5/5/2021	5/5/2022		Added to list 5/5/21
12	C7	Connor Sitz		FT only	83.13	76.00	79.57	2			81.57	6/5/2019	6/5/2021	Extend on list for one year to 6/5/21	
13	F10	Nathan Wright	X	X	86.94	75.60	81.27				81.27	5/5/2021	5/5/2022		Added to list 5/5/21
14	F11	Micah Mecklenburg	X	X	86.53	73.20	79.87				79.87	5/5/2021	5/5/2022		Added to list 5/5/21

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 7/1/20 CSC Mtg	Status as of 5/5/21 CSC Mtg
1	F2	Alexander Evers	X	X	96.68	80.00	88.34	2	5		95.34	5/5/2021	5/5/2022		Added to list 5/5/21
2	F4	Parker Shope	X	X	86.88	80.00	83.44		5		88.44	5/5/2021	5/5/2022		Added to list 5/5/21
3	F5	Thomas Glasstetter	X	X	88.06	78.80	83.43	3			86.43	5/5/2021	5/5/2022		Added to list 5/5/21
4	F8	Nicholas Frena	X	X	90.14	75.20	82.67				82.67	5/5/2021	5/5/2022		Added to list 5/5/21
5	F9	Wayne Brookover	X	X	90.56	73.20	81.88				81.88	5/5/2021	5/5/2022		Added to list 5/5/21
6	F10	Nathan Wright	X	X	86.94	75.60	81.27				81.27	5/5/2021	5/5/2022		Added to list 5/5/21
7	F11	Micah Mecklenburg	X	X	86.53	73.20	79.87				79.87	5/5/2021	5/5/2022		Added to list 5/5/21

HIRED/REMOVED/DISQUALIFIED

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 7/1/20 CSC Mtg	Status as of 5/5/21 CSC Mtg
	B2	Dominic Fredo		FT only	92.53	80.40	86.47	1		1	88.47	10/3/2018	10/3/2020		Rolled off after 1 year
	C10	Cody Dauphin		FT only	85.00	74.40	79.70				79.70	6/5/2019	6/5/2021	Extend on list for one year to 6/5/21	Hired FT on 7/22/20

List certified by the Civil Service Commission on the 5th day of May, 2021

John Rybka
Chair, Civil Service Commission

NOTES

- 1 4 names added on 10/3/2018 (B1-B4)
- 2 11 names added to FT list on 6/5/19 (C1-C11)
- 3 7 names added to PT list on 6/5/19 (D1-D7)
- 4 2 names added to FT & PT list 11/6/19 (E1-E2)
- 5 11 names added to FT & PT list 5/5/21 (F1-F11)

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)

2014-2021 Police Officer Recruitment Process

Updated: May 2017¹

- 1) Seek Civil Service Commission approval for recruitment process changes
- 2) Qualifications for Applicants
 - a. Minimum age is 21 at the time of appointment
 - b. Age limit is 40 at the time of appointment¹
 - c. Must be a United States citizen or hold a permanent resident card.
- 3) Written Exam
 - a. To be provided by a reputable professional testing service for an entry level police 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 70~~5~~% is considered passing.²
 - 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 be invited to participate in the Physical Agility Assessment.
 - h. When a candidate is selected to move on to additional phases of the process, 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) 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. To be conducted internally by Police Department staff.
 - b. 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.
 - c. All candidates must pass all stages of the agility assessment based upon the OSP Basic Training Entrance requirements for their age bracket and gender.³
- 5) Self-background Report to be completed by candidates who have successfully passed the Physical Agility Assessment.
 - a. Passing the Physical Agility Assessment does not necessarily guarantee an 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 75%.
 - d. Accounts for 50% of the candidate's overall score.
 - e. Interview panel to consist of a minimum:⁴

¹ Decrease in age limit approved in 2017.

² The National Testing Network recommends a passing score of 70%.

³ OSP Basic Training entrance requirements are based upon the Cooper Institute, Physical Fitness Specialist Course and Certification, 2002, pp108-123.

⁴ 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.

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- i. Chief of Police
 - ii. Patrol Captain
 - iii. Patrol Sergeant
 - iv. Patrol Officer
 - v. DAS representative
 - vi. Citizen
- f. The City will establish a pool of citizen volunteers interested in serving on the interview panel. Applications for this pool will be available on the City's website and citizens can apply online. 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.
- 7) Ranking will be based on the candidate's written exam score and average panel interview score plus additional points for the following (note: Additional Points must be completed at the time of the panel interview, not in process of being completed).
- a. Educational Points:⁵
 - i. Associate Degree = 1 pt
 - ii. Bachelor's Degree = 2 pts
 - iii. Master's Degree = 3 pts
 - b. Military Points:
 - i. Honorable discharge, active duty or current reserve status = 1 pt
 - c. Certified Status ([current certification](#)):⁶
 - i. Certified Police Officer Status in Ohio = 2 pts
 - ii. Certified Police Officer Status outside of Ohio = 1 pt
- 8) Provide initial list for certification by the Civil Service Commission. Thereafter, provide additions to the eligible list for certification by the Civil Service Commission.
- 9) Completion of Background Assessment/Waiver and Completion of Law Enforcement Index (LEI)⁷ and Emotional Intelligence Index (EII)⁸
- 10) Background Investigation
- 11) Interview with Police Chief and recommendation for hire to City Manager
- 12) Interview with the City Manager and issuance of conditional offer
- 13) Polygraph (non-medical)⁹
- 14) Full psychological evaluation
- 15) Pension physical and drug screen
- 16) Swearing In Ceremony

⁵ Education points awarded for highest degree achieved only.

⁶ The addition of certified status points was approved during the June 4, 2008 Civil Service Commission meeting. The addition of certified status points was recommended to the Commission in an effort to attract candidates currently serving as a certified police officer with a desire to make a lateral move to another department/jurisdiction. [The certification is not lapsed or ineligible.](#)

⁷ Per approval of the Civil Service Commission at the April 25, 2007 meeting, the Law Enforcement Index (LEI) will be performed prior to the background. This tool allows a candidate to be better evaluated for fit and to identify target areas of concern during the background investigation process.

⁸ Beginning with the 2008/2009 patrol recruitment process, the Emotional Intelligence Index (EII) is also done prior to the background.

⁹ Polygraph examinations may be conducted prior to a conditional offer as they do not contain medical information.

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 5th day of May 2017.

John Rybka
Chairman, Civil Service Commission

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Approved by the Civil Service Commission on this 5th day of May 2021.

John Rybka
Chairman, Civil Service Commission