

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

**AGENDA**

July 1, 2020

1. ROLL CALL
2. APPROVAL of the Motion Summary for the meeting held November 6, 2019 as recorded and transcribed.
3. APPROVAL of the Motion Summary for the meeting held February 5, 2020, as recorded and transcribed.
4. UPDATE of Firefighter Certified List
5. REVIEW of the Fire Captain Promotional Hold List
6. PUBLIC COMMENTS  
Due to the meeting being held virtually, public comment is requested to be received either before or during the meeting through email at [emccloskey@delawareohio.net](mailto:emccloskey@delawareohio.net). Comments received on Facebook may have to be addressed by staff subsequent to the meeting.
7. STAFF COMMENTS
8. COMMITTEE COMMENTS
9. 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**  
**November 6, 2019**

ITEM 1. ROLL CALL

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

Members Present: Vice-Chairman Eric Coss and Chairman John Rybka

Members Absent: Councilman Jim Browning, City Council Liaison and Frank Hickman

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

**Motion to Excuse:** Chairman Rybka motioned to excuse Mr. Hickman, seconded by Vice-Chairman Coss. 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 October 9, 2019, a recorded and transcribed.

**Motion:** Chairman Rybka moved to approve the Motion Summary for the October 9, 2019 Civil Service Commission meeting, seconded by Vice-Chairman Coss. Motion approved by a 2-0 vote.

ITEM 4. UPDATE of the Firefighter Certified List

Chief Donahue reviewed the list and the last time the list was updated. He discussed upcoming retirement of a Lieutenant in March of 2020. Chairman Rybka discussed the concern of firefighters being diagnosed with cancer after retirement and how that affects their healthcare benefits. Chief Donahue discussed the need to prove exposure and that they joined a analytical software company to help put together a cancer exposure reporting system to keep for personal and that retirees can access this database.

**Motion:** Chairman Rybka moved to accept the Firefighter Certified List as presented, seconded by Vice-Chairman Coss. Motion approved by a 2-0 vote.

ITEM 5. UPDATE of Fire Lieutenant Promotional Hold List

He discussed that with the pending retirement that interview panel and the assessment center will be scheduled in January and hopes to start interviews in February 2020.

ITEM 6. PUBLIC COMMENTS

There was no public comment.

ITEM 7. COMMITTEE COMMENTS

Chairman Rybka discussed the budget season and potential different funding sources for the police department.

ITEM 8. 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 3:17 p.m.

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John M. Rybka, Chairman

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Elaine McCloskey, Clerk

**CIVIL SERVICE COMMISSION**  
**Motion Summary**  
**February 5, 2020**

ITEM 1. ROLL CALL

Chairman Rybka called the meeting to order at 2:59 p.m.

Members Present: Kent Shafer, City Council Liaison, Mary Jane Santos and Chairman John Rybka

Members Absent: Vice-Chairman Eric Coss

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

**Motion to Excuse:** Chairman Rybka motioned to excuse Vice-Chairman Coss, seconded by Ms. Santos. Motion approved by a 2-0 vote.

ITEM 2. PLEDGE OF ALLEGIANCE

ITEM 3. INTRODUCTION of Mary Jane Santos, newly appointed Civil Service Commission Member and Vice-Mayor Kent Shafer, City Council Liaison

Chairman Rybka welcomed the new members and thanked Former Commissioner Hickman and Former Councilman Browning for their time on the Commission.

ITEM 3. APPROVAL of the Motion Summary for the Civil Service Commission meeting held November 6, 2019, a recorded and transcribed.

**Motion:** Chairman Rybka moved to approve the Motion Summary for the November 6, 2019 Civil Service Commission meeting. This motion was not seconded. Chairman Rybka moved to defer the Motion Summary for the November 6, 2019 Civil Service Commission meeting to the next scheduled meeting, seconded by Ms. Santos. Motion approved by a 2-0 vote.

TITEM 4. UPDATE of the Firefighter Certified List

Chairman Rybka discussed the new list and the successful implementation of part time staff. Chief Donahue discussed the benefits and success of starting with part time staff and discussed the recent modifications to the the hiring process.

**Motion:** Chairman Rybka moved to accept the Firefighter Certified List as presented, seconded by Ms. Santos. Motion approved by a 2-0 vote.

ITEM 5. UPDATE of Fire Lieutenant Promotional List

**Motion:** Chairman Rybka moved to accept the Fire Lieutenant Promotional List as presented, seconded by Ms. Santos. Motion approved by a 2-0 vote.

Chairman Rybka discussed the approved City 2020 Budget and the approval of 6 new staff members. Chief Donahue discussed that the 6 staff members will be Community Paramedics, who will focus on high risk and special needs patients. These positions will work with service coordinators to create a risk reduction.

Chairman Rybka questioned if the City provided EMS Billing. Chief Donahue discussed the current City policy to not bill for EMS services.

ITEM 6. PUBLIC COMMENTS

There was no public comment.

ITEM 7. COMMITTEE COMMENTS

Chairman Rybka praised the staff at Fire Station 304 for their holiday decorations. He questioned the use of new equipment to reduce the risk of contaminants to the firefighters. Chief Donahue discussed the use of equipment to reduce this risk and how hazardous materials are looked at. He discussed that often times products are not considered hazardous until years later when it is seen the negative reactions.

Chief Pijanowski discussed budget approvals and position changes for the police department. Information was provided on the upcoming Police Banquet.

Chairman Rybka discussed an article he read regarding the findings from research over narcotics/pain pill data base tracking system.

ITEM 8. ADJOURNMENT

**Motion:** Chairman Rybka moved to adjourn the Civil Service Commission meeting. The Civil Service Commission meeting was adjourned at 3:32 p.m.

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John M. Rybka, Chairman

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Elaine McCloskey, Clerk

**City of Delaware  
2020 Firefighter Certified List**

**FULL-TIME LIST**

Current List Order	Original List Order	CANDIDATES	Part-time	Full-Time	Overall Score	Date on Certified List	Roll Off Date (1 year)	Status as of 11/6/19 CSC Mtg	Status as of 2/5/20 CSC Mtg	Status as of 7/1/20 CSC Mtg
1	C1	Sam Vondenhuevel		FT only	91.64	6/5/2019	6/5/2020			Extend on list for one year to 6/5/21
2	C2	Thomas Patterson		FT only	89.44	6/5/2019	6/5/2021			Extend on list for one year to 6/5/21
3	B2	Dominic Fredo		FT only	88.47	10/3/2018	10/3/2020	Extend on list for one year to 10/3/2020		
4	C7	Connor Sitz		FT only	81.57	6/5/2019	6/5/2021			Extend on list for one year to 6/5/21
5	C10	Cody Dauphin		FT only	79.70	6/5/2019	6/5/2021			Extend on list for one year to 6/5/21

**PART-TIME LIST**

Current List Order	Original List Order	CANDIDATES	Part-time	Full-Time	Overall Score	Date on Certified List	Roll Off Date (1 year)	Status as of 11/6/19 CSC Mtg	Status as of 2/5/20 CSC Mtg	Status as of 7/1/20 CSC Mtg
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**HIRED/REMOVED/DISQUALIFIED**

Current List Order	Original List Order	CANDIDATES	Part-time	Full-Time	Overall Score	Date on Certified List	Roll Off Date (1 year)	Status as of 11/6/19 CSC Mtg	Status as of 2/5/20 CSC Mtg	Status as of 7/1/20 CSC Mtg
	D1	Clay Siens	X	X	86.84	6/5/2019	6/5/2020	Passed over (1)		Rolled off after 1 year
	E1	Benjamin Canniff	X	X	86.72	11/6/2019	11/6/2020	Added to Eligible List		CSC Rule (V)(H)(4)
	C4	Mitchell Carver		FT only	85.71	6/5/2019	6/5/2020			Rolled off after 1 year
	D2	Robert Barnes	X	X	84.89	6/5/2019	6/5/2020	Passed over (1)		Rolled off after 1 year
	D5	Jared Joliat	X	X	81.23	6/5/2019	6/5/2020	Passed over (1)		Rolled off after 1 year
	C9	Jarrad Reese		FT only	80.90	6/5/2019	6/5/2020		Requested to be added to PT list 1/16/20	Rolled off after 1 year
	E2	Jonathan Seymour	X	X	80.21	11/6/2019	11/6/2020	Added to Eligible List		Withdrew, accepted another position

List certified by the Civil Service Commission on the 1st day of July, 2020

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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)



**Fire Department**

**2020/2021 - Promotional Hold List**

**Captain**

Chris Neading  
Clint Archangel  
Joe Jones  
Pete Gomia  
Zach Schaeffer  
Mike Gamble

Effective Date: June 12, 2020  
Expiration Date: June 12, 2021

**Lieutenant**

Jared Drenik  
John Wells  
Mike Gamble  
Robert Jarvis

Effective Date: February 2, 2020  
Expiration Date: February 2, 2021

**The Promotional Process List is to be used as outlined in SOP #1.1.10 Acting Officer.**

The Promotional Hold List was created as part of the 2015 Fire Department Captain and Lieutenant promotional process approved by the Civil Service Commission.