



## MINUTES OF THE REGULAR CIVIL SERVICE COMMISSION MEETING

November 21, 2023

Members Present: Tim Fenwick, Chairman  
Kyle Herman, Vice-Chairman  
Gary Spring

Members Absent: None

Also Present: Jeffrey Film, Police Chief  
Mark Stone, Fire Chief  
Debra Bennington, Administrative Supervisor – Public Service  
Nick Stoiber

### I. CALL TO ORDER

Mr. Fenwick called the regular Civil Service Commission meeting of November 21, 2023 to order at 8:00 a.m. and Ms. Bennington called the roll.

### II. APPROVAL OF MINUTES

#### Motion:

Mr. Fenwick moved and Mr. Herman seconded to approve the minutes of October 10, 2023 as submitted.

Yes, Votes: Fenwick, Herman, Spring

No Votes: None. The motion carried.

### III. NEW BUSINESS

#### A. POLICE SERGEANT PROMOTIONAL EXAMINATION

The Commission reviewed proposals received from the Ohio Association of Chiefs of Police (OACP) and Ryan-Ramsey HR Solutions, LLC for the Police Sergeant promotional examination. Tri-C and Clancy & Associates did not respond to our request.

Chief Film requested the Commission approve using Ryan-Ramsey HR Solutions for the written examination. Even though it is under new ownership, we have had a good working relationship with the company in the past, the written exams were always fair, and we have a say in the materials that will be on the test, which is important because we are supposed to review the materials with the union who can then make recommendations. The OACP offers two different written versions, the IACP and on-line testing through National Testing Network. He thought it would be more suitable and relevant to use a local company.

Chief Film requested using OACP for the assessment center. He disclosed he is a current contract employee with OACP because he does assessment centers, however, he would not have any input on the assessors used or influence on how they do the testing. He reported this to the Commission in the past, and it was not viewed as a conflict of interest.

Mr. Herman asked what was qualitatively different for the cost difference between the two companies for the written examination. Chief Film responded Ryan-Ramsey will come meet with us, they have a list of reference books, and it is a more hands on, in person assessment prior to doing the written test. The OACP uses two outside resources. Mr. Fenwick commented if less references are used the cost difference will be minimal between the two companies.

Motion:

Mr. Spring moved and Mr. Herman seconded to follow the recommendation and hire Ryan-Ramsey HR Solutions, LLC for the written and Ohio Association of Chiefs of Police for the assessment.

Yes Votes: Fenwick, Herman, Spring

No Votes: None. The motion carried.

B. ELECTION OF OFFICERS – 2024

Mr. Fenwick congratulated Mr. Herman on being elected as Council-At-Large representative for the City and expressed his dismay he will no longer be a member of the Commission.

Motion:

Mr. Spring moved and Mr. Herman seconded to appoint Mr. Fenwick as Chairman and Mr. Spring as Vice-Chairman.

Yes Votes: Fenwick, Herman, Spring

No Votes: None. The motion carried.

C. MEETING DATES – 2024

Regular meeting dates for 2024 are as follows:

January 24, 2024

May 7, 2024

August 6, 2024

November 12, 2024

IV. ADJOURNMENT

The meeting adjourned at 8:14 a.m.

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Tim Fenwick  
Chairman, Civil Service Commission

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Debra Bennington  
Administrative Supervisor – Public Service

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