



Civil Service Commission
104 E. Franklin Street
Circleville, OH 43113
740-477-1731
Fax: 740-477-5829

Matthew Tootle
Chairperson
Stacy Young
Vice-Chairperson
Amy Elsea
Member

**Circleville Civil Service Commission
Meeting Minutes**
Tuesday, September 13, 2022 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, September 13, 2022 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission Member (by phone) and Valerie Dilley, Commission Secretary. Guests: Doug DeBord, Director of Public Safety and Brian Thompson, Fire Chief.

II. Approval of Agenda

Ms. Young offered a motion to approve the September 13, 2022 agenda as written. Ms. Elsea seconded the motion. Vote: All Yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – August 9, 2022

Ms. Young offered a motion to accept the August 9, 2022 meeting minutes. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

- None

V. Unfinished Business

• Proposed Lateral Transfer Program for Fire Fighters/Circleville Fire Department

Discussion: Entry level candidates are required to take the National Testing Network examination. Applicants meeting the minimum requirement for a lateral transfer do not need to take the entry level examination. Applicants must hold a Paramedic certification with previous full-time service time in the State of Ohio. Ms. Young offered a motion to accept the proposed Lateral Transfer Program for Fire Fighters/Circleville Fire Department. Ms. Elsea seconded the motion. Vote: All yeas.

VI. New Business

A. Recommendations for Removal from Police Officer Eligibility List (Kidwell, Greathouse)

Mr. Tootle noted that both applicants have previously applied for the position of Police Officer. Both candidates were previously recommended for removal from the eligibility list for failure to disclose employment background information. One applicant appealed the recommendation with the Commission granting the City's request for recommendation for removal. Ms. Young offered a motion to accept the recommendations for removal from the Police Officer eligibility list. Mr. Tootle seconded the motion. Vote: All yeas.

B. Request to modify the minimum score for entry level Police Officer and open testing period for entry level Police Officer

The City requests to modify the minimum score for entry level Police Officer to match the National Testing Network's recommended minimum score and to then open a testing period for entry level Police Officer. Mr. Tootle offered a motion to modify the minimum score for entry level Police Officer and to open a testing period for entry level Police Officer. Ms. Young seconded the motion. Vote: All yeas.

C. Request to open a testing period for entry level Communications Officer and entry level Fire Fighter

Ms. Young offered a motion to open a testing period for entry level Communications Officer and entry level Fire Fighter. Mr. Tootle seconded the motion. Vote: All Yeas.

VII. Public/Informal Time

VIII. Adjournment

Meeting adjourned at 8:42 AM