

City of Circleville



Civil Service Commission

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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes

Tuesday, February 14, 2023 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, February 14, 2023 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission Member (by telephone) and Valerie Dilley, Commission Secretary. Guests: None

II. Approval of Agenda

Mr. Tootle offered a motion to approve the February 14, 2023 agenda as written. Ms. Young seconded the motion. Vote: All Yeas.

III. Appeal Hearing – Nathan Bail, Police Officer Candidate

Mr. Bail withdrew his appeal prior to the meeting date.

IV. Reading/Approval of Minutes

A. Regular Meeting Minutes – January 10, 2022

Ms. Young offered a motion to accept the January 10, 2023 meeting minutes as written. Ms. Elsea seconded the motion. Vote: All yeas.

V. Reports/Correspondence

The following items were read and entered into record.

- Resignation of David McIntyre effective 2-16-2023
- Appointment of lateral transfer Fire Fighter/Paramedics Caleb Jones and Zachary Hall effective 2-20-2023

VI. Unfinished Business

None

VII. New Business

A. Recommendation for Removal of Police Officer candidate – Nathan Bail

Mr. Tootle offered a motion to accept the recommendation to removal Police Officer candidate Nathan Bail from the eligibility list under background removal standard C2. Ms. Young seconded the motion. Vote: All Yeas.

B. Certification of entry level Police Officer eligibility list

Ms. Young offered a motion to certify the entry level Police Officer eligibility list. Ms. Elsea seconded the motion. Vote: All Yeas.

C. Certification of entry level Communications Officer eligibility list

Mr. Tootle offered a motion to certify the entry level Communications Officer eligibility list. Ms. Young seconded the motion. Vote: All Yeas.

D. Certification of lateral transfer Communications Officer Eligibility List

Ms. Young offered a motion to certify the lateral transfer Communications Officer eligibility list. Mr. Tootle seconded the motion. Vote: All Yeas.

E. Ratification of the emergency vote to open lateral transfer period for Fire Fighter/Paramedic

Mr. Tootle offered a motion to ratify the emergency vote to open a lateral transfer period for Fire Fighter/Paramedic. Ms. Elsea seconded the motion. Vote: All Yeas.

F. Certification of lateral transfer Fire Fighter/Paramedic Eligibility List

Ms. Young offered a motion to certify the lateral transfer Fire Fighter/Paramedic eligibility list. Ms. Elsea seconded the motion. Vote: All Yeas.

G. Request to open a testing period for entry level Police Officer and an application period for lateral transfer Police Officer

Ms. Elsea offered a motion to open a testing period for entry level Police Officer and an application period for lateral transfer Police Officer. Ms. Young seconded the motion. Vote: All Yeas.

H. Request to open a testing period for entry level Communications Officer and an application period for lateral transfer Communications Officer

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

I. Request for a promotional test for the position of Police Sergeant

Ms. Young offered a motion to conduct promotional testing for the position of Police Sergeant. Ms. Elsea seconded the motion. Vote: All Yeas.

VIII. Public/Informal Time

Ms. Dilley advised the Commission she will be bring a request to add an additional background removal standard to the next meeting.

IX. Adjournment

Meeting adjourned at 8:36 AM