

City of Circleville



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, July 11, 2023 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, July 11, 2023 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Member and Valerie Dilley, Commission Secretary. Guests: None

II. Approval of Agenda

Ms. Young offered a motion to approve the July 11, 2023 agenda. One addition was made: a request to open a testing period for entry level Fire Fighter/EMT. Ms. Elsea seconded the motion. Vote: All Yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – June 13, 2023

Ms. Young offered a motion to accept the June 13, 2023 meeting minutes as written. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following items were read and accepted.

- Resignation of Dominic Koah effective 6-12-2023
- Appointment of Zachary Swaggerty to the position of Police Officer effective 7-10-2023

V. Unfinished Business

None

VI. New Business

A. Ratification of emergency vote to certify the results of the Police Sergeant eligibility list

Mr. Tootle offered a motion to ratify the emergency vote to certify the Police Sergeant eligibility list. Ms. Elsea seconded the motion. Vote: All Yeas.

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

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

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

Ms. Elsea 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.

D. Request to open a testing period for entry level Fire Fighter/EMT and an application period for lateral transfer Fire Fighter/Paramedic

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

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:33 AM