

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, December 12, 2023 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, December 12, 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 December 12, 2023 agenda. Ms. Elsea seconded the motion. Vote: All Yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – November 14, 2023

Mr. Tootle offered a motion to accept the November 14, 2023 meeting minutes as written. Ms. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following items of correspondence were read and entered into the record.

- A. Appointment of Catherine Frost to the position of Safety Administrative Assistant eff. 12-4-2023
- B. Pre-disciplinary notice issued to Derek Smith dated 11-15-2023
- C. Request from Derek Smith for a voluntary demotion dated 11-17-2023
- D. Acceptance of Derek Smith's request for a voluntary demotion eff. 11-17-2023
- E. Agreement between City and Derek Smith reference promotional testing dated 11-17-2023
- F. Pre-disciplinary notice issued to Lora Stroup dated 11-16-2023
- G. Termination notice issued to Lora Stroup dated 11-17-2023
- H. Appointment of Jon Bainter to the position of Acting Fire Lieutenant dated 11-17-2023
- I. Appointment of Richard J. Martin III to the position of Police Officer eff. 11-17-2023
- J. Appointment of Hailie Fritz to the position of Police Officer eff. 11-17-2023
- K. Appointment of Brandon Rojas to the position of Communications Officer eff. 11-19-2023
- L. Appointment of Paige Coleman to the position of Communications Officer eff. 11-26-2023
- M. Resignation of Dylan Bastress, Fire Fighter/Paramedic, eff. 12-23-2023
- N. Notice of Administrative Leave and Internal Investigation issued to Darrin Plummer dated 12-1-2023

V. Unfinished Business

None

VI. New Business

A. Ratification of Emergency Vote to Open a Lateral Transfer Application Period for the position of Fire Fighter/Paramedic

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

B. 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.

C. Certification of entry level Police Officer Eligibility List

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

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:36 AM