

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, February 13, 2024 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:33 AM on Tuesday, February 13, 2024 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, and Valerie Dilley, Commission Secretary. Amy Elsea was present by telephone. Guests: Brian Thompson, Fire Chief.

II. Approval of Agenda

Ms. Young offered a motion to approve the February 13, 2024 agenda with item E added under reports/correspondence. Ms. Elsea seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – January 9, 2024

Ms. Young offered a motion to accept the January 9, 2024 meeting minutes as written. Mr. Tootle seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

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

- A. Notice of Probationary Period Termination of Justin Johnson effective 1-30-2024
- B. Transfer of Thomas Borland to Water Plant Operator effective 2-4-2024
- C. Notice of Administrative Leave with Pay issued to Captain Micah Reese, dated 2-6-2024
- D. Transfer of Brenda Short to the Mayor's Secretary effective 2-11-2024
- E. Notice of Administrative Leave with Pay issued to Tami Robison, dated 2-9-2024

V. Unfinished Business

None

VI. New Business

A. Request to open a testing period for entry level Fire Fighter/EMT

Ms. Young offered a motion to open a testing period for entry level Fire Fighter/EMT. Ms. Elsea seconded the motion. Vote: All Yeas.

B. Request to open a lateral transfer period for Fire Fighter/Paramedic

Mr. Tootle offered a motion to open a testing period for lateral transfer Fire Fighter/Paramedic. Ms. Young seconded the motion. Vote: All Yeas.

C. Request to waive the 48-month service requirement for Fire Lieutenant promotional testing

Chief Thompson requested to waive the 48-month service requirement for the 2024 Fire Lieutenant promotional testing and permit employees to test if they have completed the 12-month probationary period. The OFCA assessment process was explained. Mr. Tootle motioned to waive the 48-month service requirement and allow employees to test if they have served the 12-month probationary period. Ms. Young seconded the motion. Vote: All Yeas.

VII. Public/Informal Time

None

VIII. Adjournment

Meeting adjourned at 8:50 AM