

Circleville Civil Service Commission

Regular Meeting Minutes – Tuesday, June 10, 2025

Matthew Tootle:

It is 8:32 AM, Tuesday, June 10th, 2025. We'll call the regular meeting of the City of Circleville Civil Service Commission to order. Start with a roll call. Matthew Tootle, here. Stacy Young?

Stacy Young:

Here.

Matthew Tootle:

Amy Elsea?

Amy Elsea:

I'm here.

Matthew Tootle:

I'll entertain a motion then to approve the agenda.

Paul Pride:

I'll make a motion.

Stacy Young:

Second.

Matthew Tootle:

Moved and seconded. All those in favor say Aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes. Reading and approval of minutes. This was a transcript that was previously emailed to everyone. Entertain a motion to approve those.

Stacy Young:

Second.

Matthew Tootle:

All right. I'll move. Stacy seconds. All those in favor say aye?

Stacy Young:

Aye.

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Matthew Tootle:

Aye. Motion passes. Reports and correspondence. We have a notice of disciplinary action for T. Rieder. We have reinstatement of maintenance worker, R. Hunter. Two of the four applicants for police captain have withdrawn from the process.

Stacy Young:

For one.

Valerie Dilley:

One of them has asked to withdraw his withdrawal.

Amy Elsea:

Withdraw his withdrawal.

Valerie Dilley:

I sent a copy of that yesterday.

Matthew Tootle:

Okay. I see.

Stacy Young:

So should we add that to the agenda or...

Amy Elsea:

Bob Chapman? Is that his name?

Valerie Dilley:

Correct.

Amy Elsea:

Okay.

Stacy Young:

Did he... I don't remember what his reason was for withdrawing.

Amy Elsea:

Well, he said his heart wasn't in it. It wasn't 100%.

Stacy Young:

Now it is?

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Amy Elsea:

"I can't feel personally 100% committed." But then he withdrew his withdrawal, but didn't say why withdrew. He just says, "I wish to recall my previous email."

Matthew Tootle:

So do you need us to approve that?

Stacy Young:

Because it's on the agenda?

Matthew Tootle:

Okay.

Amy Elsea:

How does someone just [inaudible 00:02:20] like that? Was there discussions with a supervisor or...

Paul Pride:

I can speak to that.

Matthew Tootle:

Sure.

Paul Pride:

There's a number of conversations, and I guess kind of the feeling was, and I understand this, he's been retired for a while. You get used to being retired like me and stepping back into that. I will tell you, and I had this conversation with him when he first withdrew, and I said, "I completely understand because today I wouldn't go back and do that. I'm not interested in going back and doing that. I had a couple of offers to go back and do that. But once you step away and what you do in that line of work, I don't want anything to do with it anymore. I don't have the, physically I can do it. I could probably force myself if I needed to." I think that's where he was. I think he was in that in between.

I mean, he's working three days a week. It's not real taxing. He's working in the evidence room down there. His wife's upstairs, they travel to work together. On the days when he's not working, he's at home. He's the stay at home guy. You get used to that. I think that's where he was, his mind was, "This is a pretty good gig. I'm contributing." He wants to contribute.

Then I think he had, he rethought, rethink those feelings. I have all the respect in the world for him for agreeing to do it. I couldn't do it. So, we had that conversation. I didn't have a conversation with him trying to convince him to do anything. I just had a conversation with him saying, "I appreciate the fact that you were first of all willing to, in your mind, consider doing this. You interviewed for it. You were the number two out of four, and the top two were both good candidates. Then you got to thinking about it again and then decided not to do it. You got to thinking about it some more."

But my conversation with him wasn't to try and sway him one way or the other. In fact, the conversation was about what I just told you. I couldn't do it. I couldn't go back there and do that again. It's not in me. I

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don't think it's in guys who... It's a young person's game and it takes a lot of energy. I think he was questioning whether or not he could muster that.

We had this conversation as about what we need him for is his administrative mind to kind of help put some things back in place. I said, "If you were to rethink it, a year and a half, two years, could you do it for that long to try and help get those administrative processes in place and flowing so that... Give Kenny some space and time to learn how to be a chief and also have the opportunity to be able to keep eyes on the younger folks that are under them and mentor them. They're very impressionable right now. So, they're learning and you need somebody to do that."

So, he reconsidered. I haven't talked to him since then. So again, my conversation wasn't to try and convince him to do anything other than what he had already... I thought he had already, was solid on his decision. So, then I come back and there's an email and says, "I've reconsidered my reconsider." He'll do a good job. He'll be fine, he'll do a good job, and he understands what we're looking for.

Matthew Tootle:

Well, I'll make a motion to-

Stacy Young:

Withdraw, or accept-

Matthew Tootle:

Accept the withdrawal of the withdrawal.

Amy Elsea:

I'll second.

Matthew Tootle:

All those in favor say aye.

Amy Elsea:

Aye.

Stacy Young:

Aye.

Matthew Tootle:

Motion passes. Okay. Unfinished business. We have none. New business. We need to, it says review on the agenda, but I'm assuming they want approval of the eligibility list for police officer and police cadet.

Stacy Young:

Yeah, it just said that on the correspondence that you sent me.

Valerie Dilley:

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Okay.

Stacy Young:

Yeah.

Matthew Tootle:

So, I'll entertain a motion to, let's first do the police cadet eligibility list.

Stacy Young:

Move.

Matthew Tootle:

Stacy moves.

Amy Elsea:

Second.

Matthew Tootle:

Amy seconds. All those in favor say aye.

Stacy Young:

Aye.

Amy Elsea:

Aye.

Matthew Tootle:

Aye. Motion passes. Then the police officer eligibility list. I guess that's the same thing.

Stacy Young:

Yeah, it's the same.

Matthew Tootle:

I was looking at the communications officer. Okay. Can we amend that motion to include police officer and police cadet eligibility list?

Amy Elsea:

Yes.

Stacy Young:

Yes.

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Matthew Tootle:

Okay. That's what we'll do then. All right. Eligibility list for the communications officer.

Amy Elsea:

Move.

Stacy Young:

Second

Matthew Tootle:

Amy, moves, Stacey, seconds. All those in favor say aye.

Stacy Young:

Aye.

Matthew Tootle:

Aye. Motion passes. Eligibility list for water plant operator.

Stacy Young:

Move.

Matthew Tootle:

Stacy moves.

Amy Elsea:

I'll second

Matthew Tootle:

Amy seconds. All those in favor say aye.

Amy Elsea:

Aye.

Stacy Young:

Aye.

Matthew Tootle:

Motion passes. The eligibility list for police captain, which still has Mr. Dunbar on there. We leave him on there-

Valerie Dilley:

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I'll mark it that he requested the withdrawal and that you accepted it under your correspondence.

Matthew Tootle:

Okay.

Amy Elsea:

I'll make a motion.

Matthew Tootle:

All right. Amy moves. I'll second. All those in favor say aye.

Amy Elsea:

Aye.

Matthew Tootle:

Aye. Motion passes. Recommend for removal. Oh, shoot. Sorry, I clicked out of it. Okay. This is for Caleb Goodson. It's under H-1 of the removal standards. Any questions or anything about it?

Stacy Young:

Move.

Matthew Tootle:

Okay.

Amy Elsea:

I'll second.

Matthew Tootle:

Stacy moves. Amy seconds. Any other discussion?

Amy Elsea:

No.

Matthew Tootle:

Hearing none. All those in favor say aye.

Stacy Young:

Aye.

Matthew Tootle:

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Aye. Motion passes then a request to open a second application period and conduct an oral examination following the closing of the application period. That is for-

Stacy Young:

Police captain,

Matthew Tootle:

Police captain, or police captain.

Amy Elsea:

I'll make a motion.

Stacy Young:

Second.

Matthew Tootle:

Amy moves. Stacy seconds. All those in favor say aye.

Stacy Young:

Aye.

Amy Elsea:

Aye.

Matthew Tootle:

Aye. Motion passes. Now we're on to public informal time. Anybody have anything else? All right.

Stacy Young:

How's it going, Paul?

Paul Pride:

Thanks for helping us get some of these things in place. It's been a... Good things are out. We're swearing in the communications supervisor today in the courtroom. That's a welcome... I don't think they realize what that's going to do for them once that position's in place. These two captains, they don't know what they don't know. So there's some incredible efficiency just around the corner for these guys and gals down there.

Matthew Tootle:

Good.

Stacy Young:

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That's good. We're glad to have you.

Paul Pride:

They don't know to be excited yet because they don't know what's coming. But I do. I see good things for them. So in that structure, helping them with their discipline, administratively, keeping the city out of alligators so that... There's a lot of good things happening. Right now your chief is networking with a lot of people. He's coming along really well, so he needs some support.

Those two support people, whoever that's going to be in those two captain's positions, are critical. I don't think they realize just how critical this communication supervisor is to what they do. They don't have access to information. They've got it. It's in systems down there, but nobody knows how to get it out. So using that data, that information to help you make judgments about scheduling, personnel, all of those kinds of things, how you deploy, who you deploy, all these different things. They don't know how to get to the data to tell them, "When should I have people working? When should I..." They're burning overtime that they don't need to be burning.

So they're costing themselves money, which that money can be spent for something else. Instead of spending it all on overtime. There's cars to buy, there's uniforms to buy, there's other equipment to buy. There's all kinds of things that they could be doing with some of that funding, but they're spending it all on overtime. So they got to trim back on that.

The way to do that is look at the numbers. What's the numbers tell you? You can use those numbers to even do things like predict. It'll tell you when things are going to happen. If you look at the statistics, it'll tell you when things are going to happen. If it's predictable, it's preventable, right?

Matthew Tootle:

Sure.

Paul Pride:

So how you're allocating your manpower and your resources will affect that. But if you're just coming in and saying, "I've got 18 guys. I'm trying to cover three shifts, 24/7, 365, so I got to have this many people. I'm going to do seven A, three P, and 11 P. That's what we'll do." Well, that's what they've been doing forever. It's not working. So you got to switch that up. The only way you know how to switch that up is if you look at the data.

So this communications person is going to be responsible for mining that data on a daily basis, setting up systems that will actually query what you need to know on a regular basis. Then you can put your men and women in the spots where they need to be, when they need to be there, and doing the things that they need to be doing. How do you know even what to do. If you put them in the right places, how do you know what to do? Well, what's the numbers tell you? Are you making progress? Are you digressing? What are you doing? Do you need to change your efforts? So all of that comes from looking at the data.

I didn't realize that early on in my command level responsibilities, but it didn't take me long to figure it out. This is how you do it. So it just becomes second nature. Then you come to a place like this, these guys have never seen that before. So they have no concept of what that will do for them. So they're kind of still in the dark a little bit. I'm excited for them because I know what it'll do for them.

Matthew Tootle:

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Sure.

Paul Pride:

You guys doing this kind of stuff and helping us get these positions filled, even when we're trying to find two and a half million dollars in the budget to cut, right? It's needed down the street. I think the fire department, the fire guys and gals are all, they're pretty good right this minute. At least for the time being. Yeah, those folks down the street here, we still need some work. This is helping, so thank you.

Stacy Young:

Yeah. Well, we appreciate your efforts and leadership.

Matthew Tootle:

Yeah, sure. Absolutely. It's exciting.

Stacy Young:

Yeah.

Paul Pride:

I can talk to them about it, but unless they pick it up and run with it, it's not going to go anywhere. But they are. They are. Kenny's doing a good job. We got to get these two captains in place. I thought we had one. We have a potential. Hopefully. That would be really good. I know personally, and so do a lot of other folks in this town, if he actually submits his application. So it'd be good.

Matthew Tootle:

Very good.

Stacy Young:

Awesome.

Matthew Tootle:

All right.

Valerie Dille:

Amy, can I get you to sign that handbook form?

Matthew Tootle:

Meeting adjourned. Thank you everybody.