

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 June 9, 2026

I. Roll Call:

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, May 12th, 2026, by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Amy Elsea, member. Vice Chairperson, Stacy Young.

*Also present was Paul Pride, Safety Director and Catherine Frost Commission Secretary.

II. Approval of Amended Agenda

Ms. Young offered a motion to approve the amended agenda, Ms. Elsea seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Regular Meeting Minutes – May 12, 2026

Ms. Elsea offered a motion to accept the May 12, 2026, meeting minutes as written. Ms. Young seconded. All yeas.

IV. Reports/Correspondence

The following items of correspondence were read and entered into the record by Mr. Tootle. Promotion of Nathan Strawser to the position of Public Service Foreman, with the Department of Public Service, effective May 29, 2026. Appointment of Kory Yoder to the full-time position of lateral transfer Level III Police Officer, with the City of Circleville Police Department, effective June 2, 2026. Appointment of Zachary Irwin to the full-time position of lateral transfer Level II Police Officer, with the City of Circleville Police Department, effective June 8, 2026.

V. Unfinished Business

None

VI. New Business

Review and Approval of Eligibility List: Fire Fighter/EMT (Entry Level). Ms. Elsea motions to approve. Ms. Young Seconds. Motion passes.

Review and Approval of Eligibility List: Fire Fighter/Paramedic (Lateral Transfer). Mr. Tootle motions to approve. Ms. Young seconds. Motion passes.

VII. Public/Informal Time

Director Pride states he would like the Commission to be aware that the city will be making a request regarding NTN (National Testing Network). He states the city would like to require all incoming Police and Fire personnel to be required to take the test. This request will be formally made at a later date.

Director Pride goes on to say that Valerie Dille, HR Director, has been working extremely hard and doing a wonderful job at navigating the hiring process for Police and Fire.

VIII. Adjournment

Meeting adjourned at 8:39 AM