



Civil Service Commission
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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

**Circleville Civil Service Commission
Meeting Minutes
Tuesday, February 8, 2022 – 8:30 AM**

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:35 AM on Tuesday, February 8, 2022 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson and Stacy Young, Vice-Chairperson (by telephone) and Valerie Dilley, Commission Secretary. Amy Elsea, Member, was absent and excused. Guests present: Brian Thompson, Fire Chief, and Kristopher Corns.

II. Approval of Agenda

Ms. Young offered a motion to approve the agenda as written. Mr. Tootle seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

Mr. Tootle offered a motion to approve the December 21, 2021 meeting minutes. Ms. Young seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following items of correspondence were read and accepted.

- Termination Notice of Probationary Employee
- Promotion of Calvin Eden to Lab Analyst effective 1-9-2022
- Appointment of Dylan Bastress to the Fire Fighter effective 1-10-2022
- Appointment of Braydon Briggs to Communications Officer effective 1-10-2022
- Re-classification of Peyton Jones to Lab Technician effective 1-23-2022
- Notice of Administrative Leave with Pay effective 1-20-2022
- Appointment of Thomas Borland to Wastewater Operator effective 2-14-2022
- Appointment of Quinton Levacy-Reed to Wastewater Operator effective 2-14-2022

V. Unfinished Business

None

VI. New Business

A. Kristopher Corns Request for Reinstatement to the Position of Fire Fighter

Mr. Corns was present and explained he left employment to make more money working for the City of Columbus but was hurt in the academy and resigned. He stated he was happy working in Circleville and decided to request reinstatement to the position he voluntarily resigned from in December 2021. Chief Thompson stated Mr. Corns left employment on good terms and there is a vacancy in the department. Mr. Tootle offered a motion to grant the request for reinstatement to the position of Fire Fighter. Ms. Young seconded the motion. Vote: All yeas.

B. Certification of Police Officer Eligibility List

Ms. Young offered a motion to certify the Police Officer Eligibility List. Mr. Tootle seconded the motion. Vote: All yeas.

C. Request to open testing period for the positions of Police Officer and Communications Officer

Ms. Young offered a motion to open a testing period for the position of Police Officer. Mr. Tootle seconded the motion. Vote: All yeas.

VII. Public/Informal Time

VIII. Adjournment – Meeting adjourned at 8:42 AM