



Civil Service Commission
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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

**Circleville Civil Service Commission
Meeting Minutes**
Tuesday, April 12, 2022 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, April 12, 2022 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson and Valerie Dilley, Commission Secretary. Amy Elsea, Member, was present via telephone.

II. Reading/Approval of Minutes

A. Regular Meeting Minutes – March 8, 2022

Ms. Elsea offered a motion to accept the March 8, 2022 meeting minutes. Mr. Tootle seconded the motion.
Vote: All yeas.

III. Reports/Correspondence

- Written Decision on the Appeal of Police Officer Candidate Carl Carroll
- Reappointment of Amy Elsea to the Circleville Civil Service Commission, term expiring
- Promotion of Douglas A. Davis to the position of Deputy Chief of Police eff. 3-13-2022
- Appointment of Dustin Smith to the position of Maintenance Worker I eff. 3-14-2022
- Appointment of William K. Carver to the position of Police Officer eff. 3-21-2022
- Written Response to Pre-Disciplinary Conference dated 3-30-2022
- Resignation of Fire Fighter Zachary Robinson eff. 4-3-2022
- Appointment of Benjamin Tosca to the position of Police Officer eff. 4-18-2022

IV. Unfinished Business

A. Recommendation for Removal of Police Officer Candidate: Carl Carroll

Ms. Young offered a motion to accept the recommendation for removal of Police Officer candidate Carl Carroll. Ms. Elsea seconded the motion. Vote: All Yeas.

V. New Business

A. Emergency Vote Ratification – Request to open a testing period for Fire Fighter

Ms. Elsea offered a motion to ratify the emergency vote to open a testing period for Fire Fighter. Ms. Young seconded the motion. Vote: All Yeas.

B. Certification of Police Officer Eligibility List

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

C. Certification of Communications Officer Eligibility List

Ms. Young offered a motion to certify the Communications Officer Eligibility List. Ms. Elsea seconded the motion. Vote: All Yeas.

D. Request to open a testing period for Communications Officer

Mr. Tootle offered a motion to open a testing period for Communications Officer Eligibility List. Ms. Young seconded the motion. Vote: All Yeas.

VI. Public/Informal Time

None

VII. Adjournment

Meeting adjourned at 9:00 AM