



Civil Service Commission
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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission Meeting Minutes

Tuesday, July 14, 2020– 8:30 AM

I. Roll Call

The Circleville Civil Service Commission met in the City Administration Conference Room on Tuesday, July 14, 2020. The meeting was called to order at 8:30 AM. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Member and Valerie Dilley, Interim Secretary. Guests: Tony Chamberlain, HR/Safety Director.

II. Approval of Agenda

Mr. Tootle offered a motion to amend the agenda to include a request for a Police Officer testing period. Ms. Elsea seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

One correction was made to the meeting minutes. Ms. Young offered a motion to approve the June 9, 2020 meeting minutes as amended. Ms. Elsea seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following correspondence was read and approved:

- A. Appointment of Chance Diehl to the position of Fire Fighter effective 6-17-2020
- B. Appointment of Michael Shroyer to Acting Fire Captain effective 6-26-2020
- C. Appointment of Zachary Robinson to the position of Fire Fighter effective 6-30-2020
- D. Resignation of Laura Bray, Fire Fighter, effective 7-1-2020

V. Unfinished Business

None

VI. New Business

A. Review and Certification of Communications Officer Eligibility List

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

B. Recommendation for Removal from Fire Fighter Eligibility List for BRS I, 2 - Gary Anderson, Clayton Powell

Ms. Young offered a motion to accept the recommendation for removal of Gary Anderson and Clayton Powell from the Fire Fighter Eligibility List under Background Removal Standard I, 2. Mr. Tootle seconded the motion. Vote: All yeas.

**C. Recommendation for Removal from Police Officer Eligibility List for BRS I, 2–
Brandon Newton**

Ms. Young offered a motion to accept the recommendation for removal of Brandon Newton from the Police Officer Eligibility List under Background Removal Standard I, 2. Ms. Elsea seconded the motion. Vote: All yeas

**D. Recommendation for Removal from Police Officer Eligibility List for BRS C, 1 –
Kurtis Schmidt**

Ms. Young offered a motion to accept the recommendation for removal of Brandon Newton from the Police Officer Eligibility List under Background Removal Standard C,1. Ms. Elsea seconded the motion. Vote: All yeas

**E. Recommendation for Removal from Communication Officer Eligibility List for BRS
I, 2 – Tressa Imler**

Ms. Young offered a motion to accept the recommendation for removal of Tressa Imler from the Communications Officer Eligibility List under Background Removal Standard I, 2. Ms. Elsea seconded the motion. Vote: All yeas

F. Request for Police Officer and Communications Officer testing period

Mr. Tootle offered a motion to accept the request to open testing periods for the positions of Police Officer and Communications Officer.

VII. Public/Informal Time

Mr. Chamberlain provided the Commission with an update regarding the promotional testing for Fire Captain and Fire Lieutenant. He informed the Commission that a written test and panel interview will be the process for Fire Captain and a full assessment will be scheduled for Fire Lieutenant. Chief Thompson is working to secure testing dates.

VIII. Adjournment

Ms. Elsea offered a motion to adjourn. Mr. Tootle seconded the motion. Meeting adjourned at 8:49 AM.

The next meeting is scheduled for Tuesday, August 11, 2020.