



Civil Service Commission  
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Matthew Tootle  
Chairperson

Stacy Young  
Vice-Chairperson

Amy Elsea  
Member

## Circleville Civil Service Commission Meeting Minutes

Tuesday, August 11, 2020– 8:30 AM

### I. Roll Call

The Circleville Civil Service Commission met in the training room of Circleville Fire Department, 586 N. Court Street, on Tuesday, August 11, 2020. The meeting was called to order at 8:30 AM. Members present: Matthew Tootle, Chairperson, Amy Elsea, Member and Valerie Dilley, Interim Secretary. Stacy Young, Vice-Chairperson, was absent. Guests: Tony Chamberlain, HR/Safety Director, Brian Thompson, Fire Chief and Stephen Dickson, Fire Fighter Candidate.

### II. Appeal Hearing of Fire Fighter Candidate Stephen Dickson (8:31 AM)

The City of Circleville recommended Mr. Dickson's removal from the Fire Fighter eligibility list based on Background Removal Standard K, 1 (Applicants are removed from the selection process and Civil Service Commission employment eligibility list for failure to meet the minimum standards as listed in the employment notice). After accepting a conditional offer of employment, Mr. Dickson underwent the required pre-employment assessments, including a psychological assessment administered by Association for Psychotherapy. Mr. Dickson was not recommended for employment based on the results of the assessment.

Mr. Dickson stated he is appealing the recommendation for removal and presented documents and letters of reference in support of his appeal. Mr. Dickson provided a copy of the psychological assessment with his areas of discussion highlighted. Mr. Dickson read from the assessment and provided information and explanation. Following Mr. Dickson's testimony, Commission members did not have any questions for Mr. Dickson.

HR/Safety Director Chamberlain stated the City of Circleville contracts with Association of Psychotherapy to assess all Police and Fire candidates during the pre-employment phase of the hiring process. Two tests are administered to all candidates. The assessment took place in the City Administration Building due to the COVID-19 pandemic. He noted the assessment is the same assessment used pre-COVID as well. Mr. Dickson was not recommended for removal based on the overall assessment, not one specific area. Mr. Chamberlain explained that the City receives the assessment results and follows the recommendation of the professional conducting the assessment. Mr. Chamberlain stated the assessment is good for six months, meaning if Mr. Dickson is removed from the list now he is able to re-test through NTN and go through the hiring process again at a later date.

Following Mr. Chamberlain's testimony, Mr. Dickson was given the opportunity to respond. Mr. Dickson stated he is here to request a second opinion, stating the report was not thorough and was on-the surface only. Mr. Dickson believes there was miscommunication and would be happy to discuss this further with Association for Psychotherapy if needed.

Mr. Tootle advised Mr. Dickson he is welcome to stay for the regular meeting if he chooses to do so. Mr. Dickson elected to stay. The hearing concluded at 9:35 AM.

## **REGULAR MEETING**

### **III. Approval of Agenda**

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

### **IV. Reading/Approval of Minutes**

Ms. Elsea offered a motion to approve the July 14, 2020 meeting minutes as amended. Mr. Tootle seconded the motion. Vote: All yeas.

### **V. Reports/Correspondence**

The following correspondence was read and approved:

- A. Appointment of Tyler Carter to the position of Fire Fighter effective 8-10-2020
- B. Appointment of Joseph Clark to the position of Fire Fighter effective 8-10-2020

### **VI. Unfinished Business**

None

### **VII. New Business**

#### **A. Promotional Testing for Fire Captain and Fire Lieutenant (Rule VI, 6, C: 48 month service requirement does not apply)**

Mr. Tootle stated the City has kept the Commission updated regarding this matter and offered a motion to approve promotional testing for Fire Captain and Fire Lieutenant waiving the 48 month service requirement for Fire Lieutenant. Ms. Elsea seconded the motion. Vote: All yeas.

#### **B. Review and Certification of Communications Officer Eligibility List**

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

#### **C. Review and Certification of Police Officer Eligibility List**

Ms. Elsea offered a motion to certify the Police Officer eligibility list. Mr. Tootle seconded the motion. Vote: All yeas.

#### **D. Recommendation for Removal from Fire Fighter Eligibility List for BRS K, 1– Stephen Dickson**

Mr. Tootle stated he appreciates Mr. Dickson's candid and thorough appeal but serious weight is given to the opinion of the professionals conducting pre-employment assessments. Two tests were reviewed prior to the professional making her recommendation. Mr. Tootle's opinion is to deny Mr. Dickson's appeal and grant the City's recommendation for removal from the Fire Fighter eligibility list. Ms. Elsea agreed, stating Mr. Chamberlain brought forth the fact that the City contracts with professionals for this service and we must follow their guidance and recommendation. Ms. Elsea then offered a motion to accept the recommendation for removal of Stephen Dickson from the Fire Fighter Eligibility List under Background Removal Standard K, 1. Mr. Tootle seconded the motion. Vote: All yeas

**E. Recommendation for Removal from Communication Officer Eligibility List for BRS I, 2 – Heather Waugh and Carrie Petry**

Ms. Elsea offered a motion to accept the recommendation for removal of Heather Waugh and Carrie Petry from the Communications Officer Eligibility List under Background Removal Standard I, 2. Mr. Tootle seconded the motion. Vote: All yeas

**F. Request for Police Officer testing period**

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

**VIII. Public/Informal Time**

None

**IX. Adjournment**

Ms. Elsea offered a motion to adjourn. Mr. Tootle seconded the motion. Meeting adjourned at 9:45 AM .

The next meeting is scheduled for Tuesday, September 8, 2020.