



Civil Service Commission  
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Matthew Tootle  
Chairperson  
  
Stacy Young  
Vice-Chairperson  
  
Amy Elsea  
Member

**Circleville Civil Service Commission  
Meeting Minutes  
Tuesday, May 10, 2022 – 8:30 AM**

**I. Roll Call**

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, May 10, 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. Guests: Tomi Dorris, Director of Public Safety, Brian Thompson, Fire Chief and Shawn Baer, Police Chief.

**II. Approval of Agenda**

Ms. Young offered a motion to approve the May 10, 2022 agenda as written. Ms. Elsea seconded the motion. Vote: All Yeas.

**III. Reading/Approval of Minutes**

**A. Regular Meeting Minutes – April 12, 2022**

Ms. Young offered a motion to accept the April 12, 2022 meeting minutes. MS. Elsea seconded the motion. Vote: All yeas.

**IV. Reports/Correspondence**

- Resignation of Jacob JoHansen effective 4-23-2022
- Resignation of Isaac Oberer effective 5-1-2022
- Resignation of Joshua Merritt effective 5-4-2022
- Resignation of Tom Glasstetter effective 6-7-2022
- Resignation of Cody Planck effective 6-22-2022

**V. Unfinished Business**

**VI. New Business**

**A. Emergency Vote Ratification – Request to open a testing period for Police Officer**

Mr. Tootle offered a motion to ratify the emergency vote to open a testing period for Police Officer. Ms. Young seconded the motion. Vote: All Yeas.

**B. Certification of Fire Fighter Eligibility List**

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

**C. Certification of Communications Officer Eligibility List**

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

**D. Request to open testing period for Police Officer and Communications Officer**

Mr. Tootle offered a motion to open testing periods for Police Officer and Communications Officer to establish and/or replenish eligibility lists. Ms. Young seconded the motion. Vote: All Yeas.

**VII. Public/Informal Time**

**A. Lateral Transfer Program**

Ms. Dilley opened the discussion requesting to explore options to expedite the lateral transfer program and hiring process for police officers, communications and, eventually, fire fighters. A lateral transfer program is currently in place for police officers and communications officers for pay and vacation accrual only. The City is exploring the idea of establishing a lateral transfer eligibility list in addition to the entry level

eligibility list. Both Chiefs discussed the competitive nature of hiring safety forces. The City will develop a policy for review by the Commission.

**VIII. Adjournment**

Meeting adjourned at 9:00 AM