

**MIDDLETOWN CIVIL SERVICE COMMISSION  
SPECIAL MEETING MINUTES – JANUARY 20, 2022 – 8:00 A.M.  
CONFERENCE ROOM 2C**

**ROLL CALL**

Meeting called to order

Members present: Bill Becker, Vice-Chair  
Kathleen Batliner, Member

Excused: Tom Brickey, Chair

Staff Present: Megan Ellis, Acting Civil Service Secretary  
David Birk, Chief of Police

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**ATTENDANCE**

**Motion:** Moved by Ms. Batliner to excuse Tom Brickey from the meeting. Mr. Becker seconded the motion. **Motion passed.**

**APPROVAL OF MINUTES**

**Motion:** Moved by Mr. Becker to approve the minutes of the meetings held December 16, 2021. Ms. Batliner seconded the motion. **Motion passed.**

**NEW BUSINESS**

**1. Eligibility Lists**

- a) **Police Lieutenant-** Megan Ellis advised that this is a promotional in the Police Department. She stated that 4 applied to take the written exam held on Monday November 8, 2021, 2 passed and 2 failed. The two who passed the written exam moved onto the assessment portion held on Saturday, December 11, 2021 and both passed the assessment portion. They are both recommended for the eligibility list. **Motion:** Moved by Mr. Becker to approve the eligibility lists for Police Lieutenant. Ms. Batliner seconded the motion. **Motion passed.**
  
- b) **Police Sergeant –** Megan Ellis advised that this is a promotional in the Police Department. She stated that 5 applied to take the written exam held on Monday, November 8, 2021, 3 passed, 1 failed and 1 was a no show. The three who passed the written examination moved onto the assessment portion held on Saturday, December 4, 2021. All three are recommended for the eligibility list for Police Sergeant. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Police Sergeant. Mr. Becker seconded the motion. **Motion passed.**
  
- c) **Water Reclamation Operator-** Megan Ellis advised that 3 applied for the exam of the three that applied 1 was a certified water reclamation operator, 1 was a no show, and 1 passed the written examination held on Monday, January 10, 2022.

Ms. Ellis stated the applicant that passed the written exam is currently an intern in the Water Reclamation Department. She further stated the department reviewed the applications and recommended them to remain on the list. Mr. Becker came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Becker to approve the the eligibility list for the position of Water Reclamation Operator. Ms. Batliner seconded the mothion. **Motion passed.**

- d) **Water Treatment Operator-** Megan Ellis advised that 3 applied for the exam for Water Treatment Operator. She stated of the 3, 2 were no shows and 1 had passed the written examination that was held on Monday, January 10, 2022. She further stated the department reviewed the application and recommends the applicant to remain on the list. Mr. Becker came in prior to the meeting and reviewed the application. **Motion:** Moved by Mr. Becker to approve the eligibility list for the position of Water Treatment Operator. Ms. Batliner seconded the motion. **Motion passed.**

## **2. Position Descriptions- Impound Lot Clerk**

Megan Ellis reviewed the position description for the position of Impound Lot Clerk with Commission. She stated this is a new position in the 2022 Budget. Chief Birk explained in detail the position and how valuable this position is for the City. He stated they have someone currently filling the duties as an intern and plan on selecting this individual for this position based on his experience and background. **Motion:** Moved by Ms. Batliner to approve the position description for Impound Lot Clerk. Mr. Becker seconded the motion. **Motion passed.**

## **3. Update on Job Announcements/Exams**

Commission received the job postings for Water Treatment Operator, Water Reclamation Operator, Fire Captain, and Fire Lieutenant. Ms. Ellis advised Ohio Fire Chiefs Association will be the testing firm for both the Fire Captain and Fire Lieutenant. She stated the Commission will be receiving those eligibility lists in the near future. Chief Birk stated he wanted to look at making changes in the future when recruiting for Patrol Officers. He further stated we would be testing for Patrol Officer in March and would like to hold open testing during the posting dates to capture as many applicants as possible and Commission didn't see a problem with his proposal. Ms. Ellis stated Commission would be receiving the job posting for Patrol Officer at our next meeting.

## **REPORTS**

### **1. Personnel Transactions**

Commission received the Personnel Transactions for the month of December 2021.

## **ADJOURN**

Megan Ellis advised that the meeting is February 17, 2022. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

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Tom Brickey, Chair

Approved: \_\_\_\_\_