

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – MAY 19, 2022 – 8:00 A.M.
CONFERENCE ROOM 2C**

ROLL CALL

Meeting called to order

Members present: Tom Brickey, Chair
Bill Becker, Vice-Chair

Excused: Kathleen Batliner, Member

Staff Present: Megan Ellis, Acting Civil Service Secretary
Chelsea Sprulock, Human Resources Specialist
David Birk, Police Chief
Thomas Snively, Assistant Fire Chief

ATTENDANCE

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

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meeting held April 21, 2022. Mr. Becker seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Fire Captain-** Chelsea Sprulock advised the Commission this is a promotional position within the Fire Department. Ms. Sprulock stated that 6 applied, 3 passed and 3 failed the written examination held on Monday, March 7, 2022. She further stated the three who passed the written exam moved onto the assessment portion held on Saturday, April 2, 2022 and all 3 passed the assessment portion. Assistant Fire Chief Snively stated he was shocked that half of the candidates had failed the written portion. All three candidates are recommended for the eligibility list. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Fire Captain. Mr. Becker seconded the motion. **Motion passed.**

- b) **Fire Lieutenant-** Chelsea Sprulock advised the Commission this is a promotional position within the Fire Department. Ms. Sprulock stated that 13 applied, 1 was a no show, 6 passed and 6 failed the written examination held on Monday, March 7, 2022. She further stated the six who passed the written exam moved onto the assessment portion held on Saturday, April 30, 2022 and all 6 passed the

assessment portion. Assistant Fire Chief Snively again stated he was shocked at the passing percentage for the written portion. All six candidates are recommended for the eligibility list. **Motion:** Moved by Mr. Becker to approve the eligibility lists for Fire Lieutenant. Mr. Brickey seconded the motion. **Motion passed.**

- c) **Corrections Officer-** Chelsea Spurlock advised that 8 applied and 7 were no shows. Ms. Spurlock stated the 1 applicant passed both the physical and the written examination held on Wednesday, April 27, 2022. She further stated the department reviewed the application and recommends the applicant to remain on the list. Mr. Brickey came in prior to the meeting to review the application. **Motion:** Moved by Mr. Brickey to approve the eligibility list for Corrections Officer. Mr. Becker seconded the motion. **Motion passed.**
 - d) **Water Treatment Operator-** Chelsea Spurlock advised that 3 applied, 1 passed the written examination held on Thursday, April 28, 2022 and 2 were no shows. Ms. Spurlock stated the department reviewed the application and recommends the applicant to remain on the list. Mr. Brickey came in prior to the meeting to review the application. **Motion:** Moved by Mr. Brickey to approve the eligibility list for Water Treatment Operator. Mr. Becker seconded the motion. **Motion passed**
 - e) **Maintenance Worker-** Chelsea Spurlock advised that 6 applied, 3 passed the written examination held on Wednesday, May 11, 2022 and 3 were no shows. Ms. Spurlock stated the department reviewed the applications and recommends the applicants to remain on the list. Mr. Brickey came in prior to the meeting to review the applications. **Motion:** Moved by Mr. Becker to approve the eligibility list for Maintenance Worker. Mr. Brickey seconded the motion. **Motion passed**
2. **Position Descriptions- Civilian Jail Supervisor**
Chelsea Spurlock reviewed the position description for the position of Civilian Jail Supervisor with Commission. She stated this is a new position and it will be presented at a future council meeting. Chief Birk explained in detail the position and how valuable this position is for the City. He stated by adding this position gives flexibility in the day to day operations. **Motion:** Moved by Mr. Brickey to approve the position description for Civilian Jail Supervisor. Mr. Becker seconded the motion. **Motion passed.**
3. **Update on Job Announcements/Exams**
Commission received the job posting for Dispatcher. Ms. Spurlock stated the Commission will be receiving the eligibility list at the next meeting.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of April 2022.

ADJOURN

Ms. Spurlock advised that the next meeting is scheduled for June 16, 2022. **Motion:** Moved by Mr. Brickey to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____