

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – AUGUST 18, 2022 – 7:15 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

ATTENDANCE

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

APPROVAL OF MINUTES

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

NEW BUSINESS

1. Eligibility Lists

- a) **Corrections Officer-** Megan Ellis advised the commission an open testing was held on Tuesday, July 19, 2022 and the applicant passed both the physical and written examination. She stated the department reviewed the application and reminds them to remain on the eligibility list. Mr. Becker came in prior to the meeting to review the application. **Motion:** Moved by Mr. Becker to approve the eligibility lists for Corrections Officer. Ms. Batliner seconded the motion. **Motion passed.**

- b) **Patrol Officer** – Megan Ellis advised the commission an open testing was held on Thursday, July 21, 2022 and the applicant passed both the physical and written examination. She stated the department reviewed the application and reminds them to remain on the eligibility list. Mr. Becker came in prior to the meeting to review the application. **Motion:** Moved by Mr. Becker to approve the eligibility lists for Patrol Officer. Ms. Batliner seconded the motion. **Motion passed.**

- c) **Firefighter-EMT-Request to extend name on list-** Megan Ellis advised the commission the request from Zachary Timmons to extend his name on the eligibility list for an additional year for the position of Firefighter-EMT. She stated

Mr. Timmons is currently on the eligibility list that expires on August 18, 2022. **Motion:** Moved by Ms. Batliner to approve the request to extend Zachary Timmons on the eligibility list for Firefighter-EMT. Mr. Becker seconded the motion. **Motion passed.**

2. Position Descriptions-

a. Body Camera Redaction Specialist

Megan Ellis reviewed the position description for the position of Body Camera Redaction Specialist with Commission. She stated this would be a new position. Chief Birk explained in detail the position and how valuable this position will be for the City if they receive the grant for the body cameras. He stated this position would be handling all of the public records request the Police Department would receive of the body camera footage. **Motion:** Moved by Mr. Becker to approve the position description for Body Camera Redaction Specialist. Ms. Batliner seconded the motion. **Motion passed.**

b. Patrol Officer

Megan Ellis reviewed the position description for the position of Patrol Officer with Commission. She stated there were minor changes with the position description. She further stated the only changes made was the age limit at the time of appointment which reflected the changes in the Ordinance that was recently passed. **Motion:** Moved by Ms. Batliner to approve the position description for Patrol Officer. Mr. Becker seconded the motion. **Motion passed.**

3. Update on Job Announcements/Exams

Commission received the job postings for Executive Account Clerk, Dispatcher, Patrol Officer, and Engineer. Ms. Ellis stated Commission would be receiving those eligibility lists in the near future.

REPORTS

1. Personnel Transactions

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

ADJOURN

Megan Ellis advised that the next meeting is September 15, 2022. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

Bill Becker, Vice-Chair

Approved: _____