

**CIVIL SERVICE COMMISSION
MEETING MINUTES
NOVEMBER 4, 2025**

The Civil Service Commission meeting was called to order at 8:34 a.m. by Drew Griffith. In addition to Mr. Griffith, the meeting was attended by Jeff Klein, Kelly Chalfant, and Elaine Bishop and Bill McCullough. Mike Murphy was absent.

The meeting minutes from October 14, 2025, were introduced. A motion to approve the minutes was made by Mr. Klein; Mr. Griffith seconded the motion, and the minutes were approved unanimously.

Fire Chief Bill McCullough reviewed the history and background regarding the recent testing for Fire Captains.

The list of candidates who completed the testing process was presented by Kelly Chalfant, and it was requested that the list of eligible candidates be certified by the Commission.

Mr. Griffith made a motion to approve the Fire Captain candidate's eligibility list, and Mr. Klein seconded. The motion passed unanimously.

Commission Member Jeff Klein will be term-limited at the end of the year. With the likelihood that the December meeting would be cancelled, Mr. Klien wanted to thank everyone for the opportunity to participate in the Civil Service Commission. He noted the progress that has been made in the Fire Division over the years and thanked the current Administration, the Chief, and the Civil Service Commission for their work towards those improvements.

Under Other Business, it was determined that Mr. Griffith would take over the role of Chairperson for the Commission starting in 2026.

With no other business before the Commission, Mr. Griffith moved to adjourn the meeting; Mr. Klein seconded, and the meeting was adjourned at 8:47 a.m.

The next meeting is scheduled for January 13, 2026, at 8:30 a.m. in Council Chambers.