

**CIVIL SERVICE COMMISSION
MEETING MINUTES
AUGUST 27, 2025**

The Civil Service Commission meeting was called to order at 2:02 a.m. by Chairman Mike Murphy. In addition to Mr. Murphy, the meeting was attended by Drew Griffith, Jeff Klein, Kelly Chalfant, Elaine Bishop and Fire Chief Bill McCullough.

The meeting minutes from July 29, 2025, were introduced. A motion to approve the minutes with no changes was made by Mr. Griffith, Mr. Keilin seconded the motion, and the minutes were approved unanimously with no changes.

Fire Chief Bill McCullough provided an overview of recent personnel changes, which have resulted in three vacancies for the position of Fire Captain. He explained how these vacancies arose and outlined the steps taken to evaluate the roles and responsibilities of these positions. This evaluation was based on feedback from the outgoing Captains, the new Deputy Chief, the current Lieutenants, and the Union leadership team.

With updated job descriptions for both the Captain and Lieutenant positions, adjustments were necessary for the minimum requirements. McCullough presented the proposed changes to the minimum requirements, the testing process, and the postings for the promotional opportunities. The recommendations maintain a consistent promotional process for both the Captain and Lieutenant positions. Chief McCullough stated there are 7 Lieutenants who currently meet the updated requirements needed for them to test for the Captain's position(s). A motion was made by Mr. Griffith to approve the proposed changes. Mr. Keilin seconded the motion, and the recommended changes were approved unanimously.

Under new business, Kelly informed the group that there was a meeting scheduled for the following week to certify the eligibility lists for the Light Equipment Operator's vacancy, as well as the Tax Specialist. She stated that we had received the test scores earlier in the day and had the lists available now. She asked the Commission if they wished to maintain the scheduled meeting for the following week, or if they wished to review the lists and certify them at this meeting. The commission agreed that they would like to proceed with the task at this meeting and cancel the meeting scheduled for September 5, 2025.

Elaine Bishop gave a brief overview of two recent Civil Service Exams that were given on August 8, 2025, and on August 15, 2025. The test on August 8 was for a light equipment operator for the Department of Public Service. The other was for a Tax Specialist. There

were 37 applications submitted for the Light Equipment Operator job. Twenty of those candidates did not meet the minimum requirement of having a commercial driver's license. Two candidates withdrew before testing. The remaining 15 candidates were invited to test. 12 candidates tested for the position, and seven passed the exam.

There were 22 applications submitted for the Tax Specialist vacancy. There were 8 no-shows, leaving 14 candidates who took the exam. Twelve candidates passed the exam. and 12 passed. The eligibility lists of those candidates who passed the exams, and their scores, were presented to and reviewed by the Commission. Mr. Griffith made a motion to approve both lists, and Jeff Klein seconded. The motion passed unanimously.

With no other business before the Commission, the meeting was adjourned at 2:25 p.m.