

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – August 19, 2021 – 8:00 A.M.
Conference Room 2C**

ROLL CALL

Meeting called to order

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

Staff Present: Rachel Combs, Human Resources Manager

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meeting held July 15, 2021. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

a. Firefighter EMT

Rachel Combs advised that the exam was held on Saturday, July 10, 2021. There were 35 applicants, 25 passed the written exam, 5 failed the written exam and 5 were no shows. For those that moved onto the physical agility 20 passed, 3 failed, and 2 were no shows. Ms. Combs stated that all 20 that passed both portions of the test are recommended for the list. She further stated that Mr. Brickey reviewed the applications prior to the meeting. **Motion:** Moved by Mr. Becker to approve the eligibility list for the position of Corrections Officer. Mr. Becker seconded the motion. **Motion passed.**

b. Firefighter EMT- request to extend name on list.

Rachel Combs stated that human resources had received an email from Isaac Steinbrunner requesting for his name to remain on the eligibility list for Firefighter EMT for an additional year. His name will be extended to October 14, 2022. **Motion:** Moved by Ms. Batliner to extend Isaac Steinbrunner for an additional year. Mr. Becker seconded the motion. **Motion passed.**

2. Position Descriptions- Electronics Technician

Rachel Combs reviewed the revisions to the position descriptions for Electronics Technician with Commission. **Motion:** Moved by Mr. Brickey to approve the position descriptions for Electronics Technician. Ms. Batliner seconded the motion. **Motion passed.**

3. Update on Job Announcements/Exams

Commission received the job posting for Corrections Officer, Patrol Officer, and Dispatcher.

REPORTS

1. Personnel Transactions

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

ADJOURN

Ms. Combs advised that the next meeting will be held on September 16, 2021. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____