

RECORD OF PROCEEDINGS
MADISON TOWNSHIP CIVIL SERVICE
COMMISSION MEETING MINUTES

Minutes of

Meeting

national
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 Thursday, February 7, 2019

National Graphics Corp., Cols., O. Form No. 1097 

5:00 p.m.

Held

19

Chief Byers opened the Madison Township Civil Service Commission Meeting at 5:04 pm with the following people present: Ms. Wendy Gluvna, Mr. Jason Fairchild, Mr. Evan Francis, Chief Matthew Byers, and Mrs. Michele Howell. Chief Byers informed those in attendance that Lieutenant Elizabeth Kirk is also in attendance this evening.

A motion was presented by Mr. Fairchild to nominate Mr. Francis for Chairman, seconded by Ms. Gluvna.

Roll call: All "Ayes."

A motion was presented by Chairman Francis to nominate Ms. Gluvna for Vice-Chairman, seconded by Mr. Fairchild.

Roll call: All "Ayes."

A motion to re-appoint Mrs. Michele Howell as the Secretary for the Civil Service Commission was presented by Mr. Francis, seconded by Mr. Fairchild.

Roll call: All "Ayes."

A motion to set the Civil Service Commission monthly meeting as the first (1st) Thursday of each month at 5pm was presented by Mr. Fairchild, seconded by Chairman Francis.

Roll call: All "Ayes."

The Organizational portion of the Civil Service Commission Meeting was closed at 5:07 pm.

The Regular Civil Service Commission Meeting was called to order at 5:08 pm, with all members still present.

A motion was presented by Chairman Francis to approve the minutes from the February 21, 2017 Meeting, seconded by Mr. Fairchild.

Roll call: All "Ayes."

Chief Byers introduced Lieutenant Kirk to the Board. He informed the Board that he is trying to include Lieutenant Kirk in everything he does, which helps with the succession plan. He informed the Board that last fall he was gone for eleven (11) weeks in order to attend the FBI Academy and Lieutenant Kirk served as Chief during that time.

Chief Byers stated for the record that the Eligibility List expired January 22, 2019 and he would like to conduct another Entrance Exam to establish a new active list. He informed the Board that there is currently one (1) full time opening right now, but that he is going to wait until the Police Replacement Levy passes in May before he looks to full that position. He informed the Board that the Levy will replace a 1982 and 1994 permanent levy and should generate enough revenue.

Chief Byers stated that he is looking to hold the Entrance Exam either April 6th or April 13th. He stated that he has spoken with Mr. Bill Fisher, Madison High School Principal, and that either date should work with using the High School for the testing. The Board discussed and agreed to schedule the test for April 13, 2019 at 9:00 am, location to be Madison High School, 3100 Burns Rd.

A motion was presented by Mr. Fairchild to set the Entrance Exam for Saturday April 13, 2019 at 9:00 a.m., located at Madison High School, 3100 Burns Road, seconded by Chairman Francis.

Roll call: All "Ayes."

Chief Byers informed the Board that he would like to use I/O Solutions for the test and to use the same test, Ohio Select, as was used for the last two (2) Entrance Exams.

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A motion to approve Chief Byers' recommendation to use I.O. Solutions for the Entrance Test and to use the Ohio Select Test was presented by Chairman Francis, seconded by Ms. Gluvna.
 Roll call: All "Ayes."

Chief Byers discussed the cost of the testing with the Board. He informed them that he would like to keep the fee for the test at \$30.00. He informed the Board that it is getting harder and harder to recruit applicants. The Board discussed and agreed to leave the test fee at thirty dollars (\$30.00).

The Board and Chief Byers discussed and agreed that the application deadline should be April 8, 2019 by 5 pm.

Chief Byers stated for the record that #11 on the instruction sheet has been crossed out because it is not legal to require an individual to be a US citizen to be a police officer in the state of Ohio. He informed the Board that after the last Entrance Exam he received a letter from the federal government, (Department of Justice) informing him that that is not a legal requirement.

Chief Byers advised the Board that he will touch base with the high school to confirm the date and Richmond & Richmond Insurance Company regarding insurance coverage.

Chief Byers and the Board discussed the previous paperwork that was used for the testing and discussed that the physical test will be conducted either in the gymnasium or track at the high school, dependent on the weather.

Chief Byers stated that he has provided each Board member with a current Rules and Regulations document. He also informed the Board members that they are now paid at a rate of forty dollars (\$40.00) per meeting.

There being no further business before the Board, a motion to adjourn the meeting was presented by Mr. Fairchild, seconded by Ms. Gluvna.

Roll call: All "Ayes."

The meeting was adjourned at 5:28 pm.

Evan Francis

Evan Francis, Chairman

Michele Howell

Michele Howell, Secretary