



## MINUTES OF THE SPECIAL CIVIL SERVICE COMMISSION MEETING

August 22, 2023

Members Present: Tim Fenwick, Chair  
Kyle Herman, Vice-Chair  
Gary Spring

Members Absent: None

Also Present: Mark Stone, Fire Chief  
Mike Lang, Assistant Fire Chief  
Debbie Bennington, Civil Service Clerk

### I. CALL TO ORDER

Mr. Fenwick called the special Civil Service Commission meeting of August 22, 2023 to order at 7:58 a.m. and Ms. Bennington called the roll.

### II. APPROVAL OF MINUTES

#### Motion:

Mr. Fenwick moved and Mr. Herman seconded to approve the minutes of August 1, 2023 as submitted.

Yes, Votes: Fenwick, Herman, Spring  
No Votes: None. The motion carried.

### III. NEW BUSINESS

#### A. REVIEW PROPOSALS – FIRE LIEUTENANT PROMOTIONAL EXAMINATION

The Commission reviewed the proposals submitted by Ryan-Ramsey HR Solutions, LLC for the written examination and Ohio Fire Chiefs' Association for the assessment center.

#### Motion:

Mr. Spring moved and Mr. Herman seconded to use the Ohio Fire Chiefs' Association assessment center. If the number of candidates fall within the maximum, we approve using the traditional assessment center but if there are too many candidates and we must go above that number then we approve the situational assessment center.

Yes Votes: Fenwick, Herman, Spring  
No Votes: None. The motion carried.

Motion:

Mr. Herman moved and Mr. Spring seconded to approve the written examination through Ryan-Ramsey HR Solutions, LLC.

Yes Votes: Fenwick, Herman, Spring

No Votes: None. The motion carried.

IV. ADJOURNMENT

The meeting adjourned at 8:06 a.m.

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Tim Fenwick  
Chair, Civil Service Commission

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Debbie Bennington  
Civil Service Clerk

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