

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A scheduled meeting of the Buckhannon Police Civil Service Commission was held at Buckhannon City Hall, 70 East Main Street on January 9, 2018 at 5:30 pm with the following in attendance:

Commissioner	Geraldine Henderson	Present
Commissioner	Terry Mills	Present
Commissioner	Alisa Lively	Present
Police Chief	Matthew Gregory	Present
City Recorder	Susan Aloï	Present

Meeting Notice Posted 12-19-17

***City of Buckhannon Police Civil Service Commission
Meeting Notice for Tuesday, January 9, 2018 at 5:30 pm in Council Chambers***

The purpose of the meeting is to begin the process for advertising police officer candidates to replenish the eligibility list.

POSTED 12-19-17

Noting that a quorum was present, Commissioner Mills called the meeting to order at 5:30pm.

Chief Gregory explained that there is a recent vacancy with the Police Dept. due to an officer leaving to take a job elsewhere. While there is a list of applicants, Mr. Gregory said there are only three individuals on the list. So, he'd like to accept new applications and test appropriate candidates, expanding the list. The three individuals on the list will be asked to respond, in writing, to indicate whether they are still interested in being considered for a position. **Motion Henderson/Mills to send letters to the individuals on the current list- Angel McCauley, Matthew Whiteside and Cameron Gore to determine their interest and intent to keep their previous scores or re-test. Motion passed.**

Chief Gregory explained that the scoring mechanism has been modified since two of the three individuals on the list because their scores include a Commission interview that is no longer part of the process. Chief Gregory reminded commissioners that the process begins with application review (including background check), then agility testing, then written testing, now psychological screening added, then interviews with City Council. City Council makes the final selection.

Motion Lively/Henderson to post for applicants immediately in local newspapers, the City website and indeed.com with closing or postmarked date for applications of February 2. Motion passed.

Mr. Gregory recommends that Commission meets the week after the closing date for applications. Commissioners agreed to meet on Tuesday, February 6 at 5pm to review applications.

Chief Gregory explained a new agility testing process that the Fire Department has begun. They are offering two different times for candidates to take the agility test. Candidates may take the first test and re-take on the second date if they don't pass the first one. He recommends that the agility testing be done approximately two weeks after approval of applications. Or, if Commission decides to just offer one agility test, Chief Gregory recommends setting this for a Saturday to better accommodate candidates' schedules. Commissioners decided to hold just one agility test to be held on Saturday, February 24 at 1:00pm in Wesleyan's Green Room. Study guides for the written test will be distributed, on site, to those who pass the agility test. Lively and Aloï will not be available due to Orange & Black Day at the College, therefore Assistant Recorder Amberle Jenkins will attend with Commissioners Mills and Henderson to administer the agility test.

Written tests will be administered on Saturday, March 10 at 10am in Council Chambers.

The next meeting of the Police Civil Service Commission will be at City Hall on Tuesday, February 6, 2018 at 5:00pm to review applications.

There being no further business, the meeting adjourned at 6:00 pm.

Commissioner
Commissioner
Commissioner
Police Chief
City Recorder

Geraldine Henderson
Terry Mills
Alisa Lively
Matthew Gregory
Susan Aloï