

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

A scheduled meeting of the Buckhannon Police Civil Service Commission was held in City Council Chambers at 70 East Main Street, on Wednesday, August 10, 2022 at 9:30am with the following in attendance:

Commissioner	Mark Spencer	Present by GTM
Commissioner	Geraldine Henderson	Absent
Commissioner	Karl Kolenich	Present by GTM
Police Chief	Matthew Gregory	Present
Assistant City Recorder	Amberle Jenkins	Present

City of Buckhannon Police Civil Service Commission

Meeting Notice for Wednesday, August 10, 2022 at 9:30AM At City Hall in the Council Chambers

- A. **Call to Order**
 - A.1 **Moment of Silence**
 - A.2 **Pledge to the Flag of the United States of America**
- B. **Strategic Issues for Discussion and/or Vote**
 - B.1 **Elect President of the PCSC for FY 2022/2023**
 - B.2 **Approval to Begin the Process for Advertising Probationary Police Officer Candidates to Replenish the Eligibility List**
- C. **Comments and Announcements**
- D. **Adjournment**

Posted 07/22/2022

A. Call to order: Commission Member-Mark Spencer called the meeting to order followed by a moment of silence and pledge to the flag.

B. Strategic Issues for Discussion and /or Vote:

B.1 Elect President of the Police Civil Service Commission for fiscal year 2022/23.

A nomination was made for to appoint Mark Spencer.

Motion Spencer/Kolenich to appoint Mark Spencer as President of the Police Civil Service Commission for the fiscal year 2022/23. Motion carried.

B.2 Approval to Begin the process for advertising Probationary Police Officer Candidates to Replenish the Eligibility List:

President Spencer recognized Chief Gregory to explain the process.

Chief Gregory explained that one candidate is currently on the eligibility list.

Currently there are no vacancies to fill, however, the Commission is required to establish an eligibility list.

Motion Spencer/Kolenich to Begin the Process to Replenish the Probationary Police Officer Eligibility List. Motion carried.

The following dates were established for the process:

- **Applications will be accepted until September 9, 2022.**
- **Applications will be reviewed by the Police Civil Service Commission on September 14, 2022 at 6:00 pm.**
- **Physical Agility and the Written Test will be held October 1, 2022. The Physical Agility Test will be held at 10:00 am and the Written Test will be held at 1:00 pm at the Public Safety Complex.**

Chief Gregory commented that the notary affidavit is not necessary and deters applicants from applying.

Motion was made by Spencer/Kolenich to Remove the need of a Notary Affidavit from the Application Packet. Motion carried.

Chief Gregory reminded Commission members that the current candidate on the eligibility list will be given the option to better his score if he chooses. However, if he decides to retake the test, that score will replace the current score.

There was a brief conversation to confirm that candidates will not be given the option of making up or rescheduling their physical agility or written tests. Giving candidates this option becomes too subjective and there are no guidelines in place to allow for this in the rules.

Motion Spencer/Kolenich to not give candidates the option to retake either the physical agility or written tests. Motion carried.

C. Comments: None

D. Adjournment: There being no further business to be transacted, motion Spencer/Kolenich to adjourn the meeting at 9:52 am. Motion carried.

Commissioner
Commissioner
Commissioner
Assistant City Recorder

Mark Spencer
Geraldine Henderson
Karl Kolenich
Amberle Jenkins

Commented [TS1]: