



Civil Service Board Regular Meeting Minutes

November 11, 2025 at 5:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Board Chair Dr. Phillips, Vice Chairman Steve Stutzer, Board members: Matt Farabaugh and George Gonzalez. Also present: Fire Chief Dan Hagedorn, Police Chief Tim Volkerson and Recording Secretary Kathy Reed.

Absent

Ansley Butts
Zach Collins

1. Call to Order

Dr. Phillips called the meeting to order at 5:00 p.m.

2. Consent Agenda

- a. Minutes of August 12, 2025

Motion made by Mr. Stutzer to approve the minutes from August 12, 2025; seconded by Dr. Phillips. The motion carried unanimously by a 4-0 vote.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

None.

4. Action Items

- a. Officers off of Probation
 - Officer Alyssa Ewing
 - Officer Nicholas Thomas

Motion was made by Mr. Gonzalez to approve the permanent status of Officer Ewing and Officer Nick Thomas; the Board approved the motion by consensus.

- b. Permanent Status of the following Firefighters:
 - FF John Pawlowski
 - FF Reece Riggs

- FF Caleb Scott
- FF Ken Thompson

Motion made by Dr. Phillips to approve the permanent status of Firefighters John Pawlowski, Reece Riggs, Caleb Scott and Ken Thompson; seconded by Mr. Stutzer. The motion carried unanimously by a 4-0 vote.

5. Non-Action Items

- a. Life Saving Award—Officer Nicholas Thomas

Chief Volkerson presented Officer Nick Thomas with the Life Saving Award.

- b. Medal of Valor and Officer of the Second Quarter-Senior Police
Officer Kyle Noyes

Chief Volkerson presented Senior Police Officer Kyle Noyes with the Medal of Valor and the Officer of the Second Quarter Award.

6. Staff Updates

- a. Police Department

- Review and Discussion of Meeting Frequency

A brief discussion was held regarding the frequency of Civil Service Meetings and whether to reduce the need. Listed below are a few key points.

- Agendas have become shorter.
- Administrative tasks have been delegated back to department chiefs.
- Fewer meetings would not hinder the operations of either the police or fire and that special meetings can be called if urgent issues arise.
- Members discussed options (bi-monthly or quarterly) and leaned toward quarterly meetings for efficiency and fiscal responsibility.
- Dr. Phillips requested clarification on notice requirements for emergency and disciplinary meetings.
- The board is to vote on meeting frequency in December.

November 20, 2025 - Community Night Out @Police Department - 5:00 p.m. - 7:00 p.m.

Matt Farabaugh, the newest member of the civil service team, introduced himself and provided a brief background.

b. Fire Department

- **December 4, 2025** - Christmas in the Park
- **December 5, 2025** - Winter on the Avenue
- **December 6, 2025** - Ye Olde Hometown Christmas Parade

7. Board Comments

8. Upcoming Agenda Items

Civil Service Meeting Frequency-Action Item on December Agenda
City Clerk to provide notice requirements for emergency and disciplinary meetings

9. Adjournment

ATTEST:

Approved by the board on
/s/ Kathy Reed, Board Secretary