

12/2/2025 | 6:00 PM

**Regular Civil Service Commission Meeting
Centennial Meeting Room
3600 Tremont Road**

This meeting will be conducted in-person. However, individuals who would like to watch remotely can use the Microsoft Teams information below:

Join the meeting now

Meeting ID: 214 459 645 006 98

Passcode: 2ay38QW9

Dial in by phone

[+1 929-235-8554,446527627#](tel:+19292358554446527627) United States, Queens

[Find a local number](#)

Phone conference ID: 446 527 627#

- 1. Call to Order/Roll Call**
- 2. Approval of Minutes**
 - a. Approve January 14th, 2025 Civil Service Commission Regular Meeting Minutes
 - b. Approve February 10th, 2025 Civil Service Commission Special Meeting Minutes
- 3. Unfinished Business**
 - a. 2025 Promotional Test Process for Sergeants MOU
- 4. New Business**
 - a. Proposed changes to Rule 8A. 7.(a) regarding service credit points awarded to promotional Public Safety applicants.
 - b. Schedule 2026 Civil Service Commission Meeting Dates
- 5. Updates & Reports**
- 6. Adjournment**

January 14th, 2025 | 6:00pm
Regular Meeting

Members Present

Lisa Burleson	Commission President
Steve Ball	Commission Vice President
David Campbell	Commission Member

Also Present

Ac. Michael Bell	Assistant Fire Chief
Sgt. Heather Galli	Criminal Investigations Sergeant
Donald Essex	Human Resources Director
Darlene Petit	Assistant City Attorney
April Gregory	HR Administrator

MINUTES

The meeting was brought to order at 6:01pm

1. Call to Order/Roll Call

a. Designation of Officers (Rule 3B)

Commission Vice President Ball motions for the roles to continue as they had throughout 2024 with himself as Vice President and Lisa Burleson as President.

Motioned: Commission Vice President motions to approve.

Seconded: Commission Member Campbell seconds the motion.

Motion passed unanimously.

2. Approval of April 9th, 2024 Civil Service Commission Meeting Minutes

Motioned: Commission Member Campbell motions to approve.

Seconded: Commission Vice President Ball seconded the motion.

Motion passed unanimously.

3. Unfinished Business

a. Review of Minor Adjustments Made to Rule 6D

President Burleson notes where the adjustments can be found in the agenda packet before asking if any commission members have notes or follow-up topics. Vice



President Ball and Commission Member Campbell both agree that the discussion from the previous meeting had been addressed.

Motioned: Commission Member Campbell motions to approve.

Seconded: Commission Vice President Ball seconded the motion.

Motion passed unanimously.

4. New Business

a. Annual Timelines for 2025 Firefighter/EMT-P and Police Officer Recruitment

HR Administrator Gregory instructs the commission members on where to locate the updated internal recruitment process document used by HR and Public Safety for 2025. Gregory shares that there is no changes of note other than the pricing structure for the National Testing Network, which was raised to \$65 in 2024.

HR Administrator Gregory goes on to give general hiring highlights from 2024, including the hiring of 8 new firefighters. Assistant Fire Chief Bell adds that it's the most that the City has hired at one time.

No questions or comments from the Commission.

b. Staff Introductions

HR Administrator Gregory introduces Don Essex as the new HR Director. HR Director Essex shares with the commission that he comes from the City of Finley where he was HR Director for 10 years.

President Burleson asks if there are any other staff introductions to be made.

Sergeant Heather Galli introduces herself as the new police team member to be assisting with the hiring process. She shares that she just celebrated her 25 years with the Upper Arlington Police Division in November of 2024. Sergeant Galli explains that while the recruitment and hiring process is new to her, her exposure with the division will be invaluable to the Police selection process.

HR Director Essex brings up a question he has regarding the adjustments made to Rule 6D. After a discussion with the Commission Members and Assistant City Attorney Petit, a typo is in the amended rules. HR Administrator Gregory agrees to ensure the typo is taken care of before the next meeting.

President Burleson asks if the meeting schedule needs to be set for the year. Commission Members and city staff discuss tentative commission meeting dates for the rest of the year.

Motioned: President Burleson motioned to adjourn.

Seconded: Vice President Ball seconded the motion.

Motion passed unanimously.

Adjourned at 6:32 pm.

ADJOURNMENT



February 10th, 2025 | 6:00pm
Special Meeting

Members Present

Lisa Burleson	Commission President
Steve Ball	Commission Vice President
David Campbell	Commission Member

Also Present

Ch. Christopher Zimmer	Fire Chief
Donald Essex	Human Resources Director
Darren Shulman	City Attorney
April Gregory	HR Administrator

MINUTES

The meeting was brought to order at 6:01pm

1. Call to Order/Roll Call

2. Approval of Minutes

President Burleson notes that no meeting minutes were attached to the agenda for approval. She confirms that during the next regular meeting there will be meeting minutes to approve from January and from the special meeting being conducted.

3. Unfinished Business

President Burleson asks whether there's unfinished business to discuss. Commission members and city staff agree that there is no unfinished business to discuss.

4. New Business

a. Review UAFD Lieutenant Promotional Exam Protested Questions

Protested Question #79:

President Burleson begins the discussion regarding the protested questions from the Fire Department Lieutenant Promotional Exam, noting that there are two questions being looked at. Before moving forward, Fire Chief Zimmer checks that no Firefighter representatives were there to discuss why they protested the two questions being



discussed. President Burleson begins to review the first question from the exam taken on January 23rd, 2025; question number 79. HR Administrator Gregory agrees to present the question as there were no Firefighters present to do so. HR Administrator Gregory reads off question 79 which states “Which of the following statements about fire zones are correct?” She goes on to explain that the question is multiple choice with 4 different options to choose from, and that the correct answer was C. The thought process behind selecting the right answer for this question is that out of four answers, only one of them can be true. The person protesting question number 79 states that option A should not be false and there isn’t a clear right answer if multiple of the options provided could be true. HR Administrator Gregory goes on to explain that the testing organization confirmed the correct answer to be C before providing the reading example given to them from the testing company. The reading example clearly states and reflects what’s listed for option C.

City Attorney Shulman reiterates that even if a test taker assumes that option A is accurate, the way it’s written would mean that options B and D would also need to be correct.

Motioned: Vice President Ball motions to deny the protest.

Seconded: President Burleson seconded the motion.

Motion passed unanimously.

Protested Question #82:

President Burleson introduces the next question, instructing commission members on where to locate the question. HR Administrator Gregory explains that this question is scenario based and reads it off. The question states “Given a fire on the 7th floor of a 12-story residential high rise structure plan identifies the folks on the ____ as a higher priority for rescue than the folks on the ____ floor.” She goes on to explain that the question is asking the test taker to pick which floor would be a priority for rescue, based on the 6 options provided in the test. HR Administrator Gregory explains that the reading provided to test takers does include a list for what floors should take priority in this scenario. The correct answers for question #82 are A and B. The individual protesting this question is seeking a point as they selected A for the first blank in the question but got the second portion wrong by selecting C. They also would be okay with the commission deciding to throw out the entire question. She explains that like the previous question protested, if the test taker would have used process of elimination to find the correct answer, they would have concluded the correct answers were both A and B.

President Burleson shares her hesitation with the question, being that when looking at the reading provided to test takers to prepare for the exam, there is a conditional statement about going to the top floor first during a rescue based on smoke stratification. She expresses concern that there wasn’t enough information provided for test takers to answer. President Burleson refers to Fire Chief Zimmer for clarification. Fire Chief Zimmer explains that based on the scenario presented in the question, the conditional statement about smoke stratification that was referenced by President Burleson isn’t indicated in the question. He believes that since it wasn’t indicated in the question, test takers can assume that smoke stratification wouldn’t be an issue with this rescue, and would have had enough information based on the reading materials to select the right answer from the options given.



Motioned: Vice President Ball motions to deny the protest.
Seconded: Commission Member Campbell seconded the motion.
Motion passed unanimously.

5. Updates & Reports

President Burleson asks if anything else needs to be discussed. No additional information is shared. She asks if there is a motion to adjourn.

Motioned: Commission Member Campbell motions to adjourn.
Seconded: Vice President Ball seconded the motion.
Motion passed unanimously.

Adjourned at 6:12 pm.

ADJOURNMENT



Memorandum of Understanding

Between the City of Upper Arlington and Fraternal Order of Police
Capital City Lodge #9

Subject: 2025 Promotional Test Process for Sergeants

This Memorandum of Understanding (MOU) is entered into between the City of Upper Arlington (hereinafter referred to as "the City") and the Fraternal Order of Police Capital City Lodge #9 (hereinafter referred to as "FOP") to address the concerns raised by candidates in the 2025 promotional test process for Sergeants.

Background

There are three testing components for the Sergeant's promotional exam: the written test, oral interview panel, and assessment center. Under Article 15.2(A) of the contract, candidates must pass the written test before proceeding to the other two phases. During this year's test, candidates raised concerns about the validity of the test. Upon review, the City confirmed that these concerns were valid. The test included repeat questions and referenced a revised edition of a book when candidates were instructed to study the original edition. This resulted in fewer than three passing scores, which does not satisfy the "rule of three" for promotions.

Retest

Based on the rule of three and the issues with the test, the City will set aside the current scores and reschedule the written test. The same study materials will be used for the new test.

Schedule

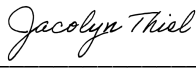
The parties agree to re-order the components of the promotional process to maintain the promotional process timeline. Specifically, the City and FOP agree that the City may deviate from Article 15.2 by allowing all candidates to advance to the Oral Board and Assessment Center before taking the rescheduled written exam. A written score of 70% or higher will still be required to be included on the promotional list.

Civil Service Notification

The City will notify the Civil Service Commission of the situation and the agreed-upon resolution to ensure compliance with Civil Service Rules.

By signing below, both parties agree to the terms outlined in this MOU.

By City of Upper Arlington:



Signature

08/28/25

Date

By Fraternal Order of Police Capital City Lodge #9:

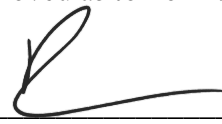


Brain Steel, President FOP Capital City Lodge #9

08/27/2025

Date

Approved as to Form:



Darren Shulman, City Attorney Date

8/27/25


Memorandum of Understanding - FOP testing process for Sergeants

Final Audit Report


2025-08-28


Created:	2025-08-28
By:	Tonya Wampler (twampler@uaoh.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZg9bLamsv-T7_PpiyfLjUfW8-KcnA_ul


"Memorandum of Understanding - FOP testing process for Sergeants" History

 Document created by Tonya Wampler (twampler@uaoh.net)
2025-08-28 - 5:21:44 PM GMT

 Document emailed to Jacolyn Thiel (jthiel@uaoh.net) for signature
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 Email viewed by Jacolyn Thiel (jthiel@uaoh.net)
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 Document e-signed by Jacolyn Thiel (jthiel@uaoh.net)
Signature Date: 2025-08-28 - 5:34:25 PM GMT - Time Source: server

 Agreement completed.
2025-08-28 - 5:34:25 PM GMT

RULE 8 ELIGIBLE LISTS

Rule 8A. Creation of a Competitive Examination Eligibility List.

1. The names of all applicants who receive a passing score, after certification of the Human Resources Director, shall be entered on the appropriate eligible list in the order of their relative standing. The City Manager for each eligibility list has the discretion to waive the requirement to take the written examination for lateral transfer applicants from another agency. In this case, the lateral applicant will be treated as if they obtained the lowest passing score on the written exam and may proceed to the next step in the process.
2. After the completion of the oral panel interview, an eligible list shall be prepared. The list shall be composed of the persons whose average grade in the examinations is not less than the required passing score, including a passing score in each stage of testing, and who are otherwise eligible for appointment.
3. Names shall be in the order of the final ranking based upon the grades earned and any additional points applied. The eligibility list, and any additions or deletions to the list, shall be certified by the Human Resources Director and provided to the Commission at the time of certification.
4. Notice of any additions or deletions to the eligible list shall be provided to the Commission two weeks prior to making a conditional offer to one of the new names on the list, to permit the Commission to review the list and make any objections. In the alternative, a special meeting can be called to approve the new names.
5. Eligibility for additional points: All additional points must be requested and documentation provided, at the time of the application submission. Additional points shall only apply to entrance examinations except for service credit as noted below. Candidate must attain a total overall passing score in all phases of examination to have points added to their final eligibility list score. Additional points shall not cause a final score to be above the maximum attainable score.
6. Whenever two (2) or more applicants have identical final eligibility list scores, the names of all applicants receiving the same score shall be placed on the eligibility list with the same ranking.
7. Service Credit: Service credit shall only apply to public safety forces promotional lists.
 - (a) Service Credit shall equal three (3) points for service between five (5) and ten (10) years and five (5) points for service of more than ten (10) years with the City of Upper Arlington.
 - (b) The number of years and days of all interruptions of service as a sworn member of Upper Arlington public safety forces, including but not limited to suspensions and unpaid leaves of absence, shall be subtracted from the overall total.
 - (c) Leave caused by service with the Armed Forces of the United States shall not be deducted provided that the employee meets the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) or a comparable Ohio statute that mandate that the employee will continue to receive service credit during this period.
8. Educational points: Candidates will be awarded one (1) point for an Associate degree, two (2) points for a Bachelor's degree, or three (3) points for a Master's degree.
9. Military points: Applicants who have been honorably discharged, are on active duty, or in current reserve status are eligible for one (1) point.
10. Lateral transfer from another agency points: Applicants who currently hold the position being applied for in good standing at another agency are eligible for five (5) points if they have served in that capacity for at least a year and hold the required certifications for the position.

(Amendment effective 12/14/2022)

Rule 8B. Selection of Applicants from Eligible List.

1. The Appointing Authority shall follow the "Rule of Three" for the selection of the successful applicant(s) in a promotional appointment, and the "Rule of Ten" for the selection of the successful applicant(s) in an original appointment. For purposes of this Section, the "Rule of Three" or "Rule of Ten" shall mean the three (3) or ten (10) names of those applicants who have scored and are rated highest in the testing procedure.
2. If multiple positions are being filled at the same time, the list shall be increased by the number of extra appointments (the formula being $3/10 + X - 1$, where X is the number of open positions. For example, filling two positions simultaneously results in a list of four (4) or eleven (11) applicants). When an applicant is hired from the list, declines an offer employment, or is otherwise removed from the list, the next name(s) will be moved forward for inclusion in the three (3) or ten (10) top scores on the list, and placed according to the applicant's overall score.
3. Whenever it is determined that an appointment or promotion is to be made from an eligibility list, the list shall only be deemed complete if there are three (3) or ten (10) names respectively certified who will accept each vacant position. If less than three (3) or ten (10) applicants are available, the Appointing Authority may opt to fill from the remaining names, call for a new and complete list, or otherwise fill the vacancy consistent with these policies. Such an election may be made before or after testing, or at any appropriate time as determined by the Appointing Authority.

(Amendment effective 4-20-2021)

Rule 8C. Removal From Eligibility List.

Applicants may remain on the eligibility list for one year from the date of the applicants' certification to the list, unless extended by the Appointing Authority or his/her designee.

1. An applicant may be removed from the eligibility list under the following circumstances:
 - a. Employee or applicant is among the top 3 (promotional) or 10 (original appointment) and is passed over three times during eligibility;
 - b. Failure to report, or arrange to report, or arrange within a reasonable time for an interview with an appointing authority;
 - c. Failure to respond to a notice from the City by the deadline specified by the City;
 - d. Providing incorrect or incomplete information;
 - e. Failure to respond to a request for information during background checks;
 - f. Declines offer for position or requests to withdraw themselves from consideration; or
 - g. Other circumstances approved by the Commission.
 - h. A disqualification based upon a standard listed in Rule 6D for entry level applicants.
2. In case an eligible person's name appears on more than one list, appointment to a position in one class shall be considered a waiver for appointment from eligible lists for classes in which the starting salary is equal or lower.

(Amendment effective 4-9-2024)

Rule 8D. Duration of Eligible Lists.

1. Original appointment lists continue on a rolling basis, with candidates being added according to their score. Candidates may remain on an original appointment list for one year from the date of their original certification to the list. This period may be extended for any additional period, not to exceed one year, by order of the appointing authority.
2. Promotional eligible lists are valid for one year from the date of certification. Promotional lists may be extended for any additional period, not to exceed one year, upon approval by the appointing authority.
3. The Commission may abolish an eligible list when the number of eligible persons therein is reduced to three (3) or less persons for a police or fire promotional list or ten (10) or less persons for other lists.

(Amendment effective 4-20-2021)

Rule 8E. Addition by Reinstatement.

1. Following Separation or Reduction in Rank without Fault. Upon written request and upon recommendation of the Appointing Authority, the name of an individual may be placed at the top of the eligible list for the classification from which the employee was separated or reduced in rank if all of the following apply:
 - (a) The request is made within one (1) year from the date of separation or reduction in rank;
 - (b) The individual was separated from the service or reduced in rank without fault or delinquency (e.g. resignation in good standing, retirement, voluntary demotion or termination as a result of a condition of employment); and
 - (c) The employee held permanent status in the class.

An individual who resigned in lieu of disciplinary action shall be deemed not to have resigned in good standing. Retirement of an employee at the employee's own request shall be considered a resignation.

2. Following a Layoff. The name of an employee who is reduced in rank or separated from employment as a result of a layoff shall automatically be reinstated to the eligible list for the classification from which the layoff occurred.
3. Following separation due to injury or physical disability incurred in the performance of duty. Upon written request, a public safety employee separated due to injury or physical disability incurred in the performance of duty shall be reinstated upon filing with the chief of the fire division or the chief of the police division a written application for reinstatement, to the office or position held at the time of such separation, after passing a physical examination showing that the person has recovered from the injury or other physical disability upon the first vacancy in the position.
4. A name reinstated to the eligible list, unless removed in accordance with these Rules, shall remain on the list for a period of one (1) year, which may be extended for any additional period, not to exceed one year, by order of the appointing authority.

(Amendment effective 4-20-2021)