



MASSILLON CIVIL SERVICE COMMISSION

SPECIAL MEETING

LOCATION: Getz Building
DATE: Tuesday July 8, 2025
TIME: 5:00 pm

MINUTES

CALL TO ORDER: At 5:00 PM by Chairwoman Starrett

ROLL CALL: Starrett P, Campbell P, Violand P, Thieret P
Director Baker, Fire Chief Heck and Tom Burgasser

Motion Starrett, 2nd Violand to remove unnecessary items from the agenda to assume this format. **VOTE 3 Yes**

NEW BUSINESS: Certify the Promotion List for Fire Department Assistant Chief Position
Motion Starrett, 2nd Campbell **VOTE 3 Yes**

Certify the Promotion List for Fire Department Captain Position
Motion: Campbell, 2nd Violand **VOTE 3 Yes**

Certify New Job Description for Firefighter/EMT Position
Motion: Starrett, 2nd Violand to amend title from "EMT" to Emergency Medical Technician. **VOTE 3 Yes**
Motion: Starrett, 2nd Campbell to certify the amended version of the job description. **VOTE 3 Yes**

Post for Firefighter Entrance Exam - **Tabled**

Certify List for Aquatics Director
Motion: Starrett, 2nd Violand to Amend the title from "Director" to "Supervisor" **VOTE 3 Yes**



Certify the List for Building Department Admin
Assistant - Permit Assistant (Part-Time) Position
Motion: Campbell, 2nd Starrett to certify the list with
the “/” replaced with a “-“ **VOTE 3 Yes**

Certify New Job Description Traffic Engineering
Department – Electrician III
Motion: Starrett, 2nd Violand to Approve the Job
Description **VOTE 3 Yes**

Post for Traffic Engineering Department – Electrician
III
Motion: Starrett, 2nd Campbell **VOTE 3 Yes**

Post for Language Services Coordinator for the
Massillon Health Department **TABLED**

Post for School Secretary Exam
Motion: Starrett, 2nd Campbell to Amend the post to
read “EXAMINATION and “TESTING” instead of
“Employment” and “Hiring”. **VOTE 3 Yes**
Motion: Starrett, 2nd Campbell to post the amended
announcement. **VOTE 3 Yes**

Post for School Custodian Exam
Motion: Starrett, 2nd Campbell to Amend the post to
read “EXAMINATION and “TESTING” instead of
“Employment” and “Hiring”. **VOTE 3 Yes**
Motion: Starrett, 2nd Violand to post the amended
announcement. **VOTE 3 Yes**

NEXT MEETING: Monday July 14, 2025

ADJOURN Motion: Starrett, 2nd Campbell **VOTE 3 Yes**