



AGENDA

Berkeley County Deputy Sheriff's Civil Service Commission

1/15/2025 5:00 PM | *Meeting called by:* Civil Service Commissioners

Location: The Berkeley County Main Administration Building, County Commission Chambers, 2nd Floor

400 West Stephen Street

Martinsburg, WV 25401

Commissioners & Recorder

Tony Petrucci, County Clerk of Berkeley County | Stephen D. Dopson, Commissioner | Dale Buck, Esq., Commissioner | James Moffitt, Commissioner – *Via Telephone* | John H. Alderton, Deputy County Clerk/Administrative Assistant for BCDSCSC

Item

OPR

1. **Welcome – Call to Order**

The Honorable Tony Petrucci, County Clerk

2. **Election of President for 2025 & Swearing in of President**

The Honorable Tony Petrucci, County Clerk

3. **Reading & Approval of Minutes.** Approval of Meeting Minutes: dated December 18, 2024.

All Commissioners

4. **Old Business:**

a. **Issue 2024-0003.** Investigating Test Providers for Deputy Sheriff Promotional Examination Services **RE:** Promotional Examination Vendors Update

All Commissioners

b. **Issue 2024-0013.:** Open Hire Process IAW Current Rules & Regulation. (Revision & Update of R&R)

Commissioners

c. **Issue 2024-0024.** Request for New Open Hire Physical Agility & Written Examination. **RE: October 26, 2024**

Administrative Assistant

d. **Issue 2024-0029.** Request for New Open Hire Physical Agility & Written Examination. **RE: December 14, 2024**

Administrative Assistant

e. **Budget for 2024-2025 Fiscal Year.** **RE:** Proposed Budget.

Administrative Assistant

f. **Issue 2024-0030.** Request to Stricken/Remove Applicant **RE:** Mackenzie Duclos

Administrative Assistant

g. **Issue 2024-0031.** Request to Stricken/Remove Applicant
RE: Reily Miller

Administrative
Assistant

h. **Issue 2024-0032.** Request for New Open Hire Physical
Agility & Written Examination. **RE Feb/March 2025**

Administrative
Assistant

5. **New Business.**

a. **Issue 2025-0001.** Annual Report;
January 2024 – December 2024

Administrative
Assistant

6. **Items from the Floor.**

Audience Members

7. **Announcements.**

1.

2.

3.

8. **Motion for Recess or to Adjourn**

Commissioners

***The Berkeley County Deputy Sheriff Civil Service Commission reserves the right to re-arrange
items on the Agenda as needed due to time constraints of the commission.***
