



AGENDA

Berkeley County Deputy Sheriff's Civil Service Commission

5/21/2025 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

Dale Buck, Esq., President | Stephen D. Dopson, Commissioner | D. Scott Wilson, Commissioner |
John H. Alderton, Deputy County Clerk/Administrative Assistant for BCDSCSC

Item

OPR

1. **Welcome – Call to Order**

President Buck

2. **Special Recognition**

All Commissioners

a. Honoring Captain Brendan Hall for 20 Years of Dedicated Service and Retirement

b. Observance of National Police Week

2. **Reading & Approval of Minutes.** Approval of Meeting Minutes, dated April 16, 2025.

All Commissioners

3. **Budget Update (Informational).**

Administrative Assistant

4. **Old Business:**

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

All Commissioners

b. **Issue 2024-0032.** Request for New Open Hire Physical Agility & Written Examination. **RE: March 2025**

Administrative Assistant

c. **Issue 2025-0003.** Promotional Exam Request for Rank of Sergeant due to Sergeant Heagy Demotion (Voluntary) Request, which created the vacancy as of July 1, 2024.

All Commissioners

d. **Issue 2025-004.** 2025 West Virginia Legislative Session Update.

Administrative Assistant

e. **Issue 2025 – 0012.** Civil Service Commission Legal Counsel.

All Commissioners

f. **Issue 2025 – 0013.** Captain Trent Heckman’s Freedom of Information Act (FOIA) Letter of Request, dated April 9, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

5. **New Business.**

a. **Issue 2025-0014,** Resignation of Civil Service Commissioner James G. Moffitt. Effective date of Resignation was April 17, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

b. **Issue 2025-0015,** Appointment of D. Scott Wilson as Civil Service Commissioner. Unexpired term of: *May 8, 2025 – May 1, 2027.*

All Commissioners
Deputy County Clerk/
Administrative
Assistant

c. **Issue 2025-0016,** Request to Stricken/Remove Applicant RE: Joshua Yanich.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

d. **Issue 2025-0017,** Request for Promotional Examination for the Rank of Captain, as Result of the Retirement of Captain Hall. The Eligibility date is April 19, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

e. **Issue 2025-0018,** Request for Promotional Examination for the Rank of Lieutenant, as Result of the Retirement of Captain Hall. The Eligibility date is April 19, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

f. **Issue 2025-0019,** Request for Promotional Examination for the Rank of Sergeant, as Result of the Retirement of Captain Hall. The Eligibility date is April 19, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

g. **Issue 2025-0020,** Request for Promotional Examination for the Rank of Corporal, as Result of the Retirement of Captain Hall. The Eligibility date is April 19, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

h. **Issue 2025-0021,** Request to Stricken/Remove Applicant RE: Anthony DeMartino.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

i. **Issue 2025-0022**, DRAFT Addendum Proposal RE Current (9-15-2021) Rules & Regulations, Article II, Employment as a Deputy Sheriff, Section IV – Preliminary Requirements – Refusal to Examine or Certify (§7-14-10) RE: Habitual User vs Mis-used Prescription Medication

All Commissioners
Deputy County Clerk/
Administrative
Assistant

j. **Issue 2025-0023**, Request for Promotional Examination for the Rank of Corporal, as Result of the Resignation of Corporal Walker. The Eligibility date is May 4, 2025.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

k. **Issue 2025-0024**, Request to Stricken/Remove Applicant RE: Austin Kershner.

All Commissioners
Deputy County Clerk/
Administrative
Assistant

6. **Items from the Floor.**

Audience Members
Administrative
Assistant

7. **Announcements.**

All Commissioners or
Administrative
Assistant

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

All 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.

NOTES: