

1st Ind to Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) Meeting
Minutes, RE: Wednesday, May 21, 2025 Meeting

PRESIDENT DALE BUCK, ESQ

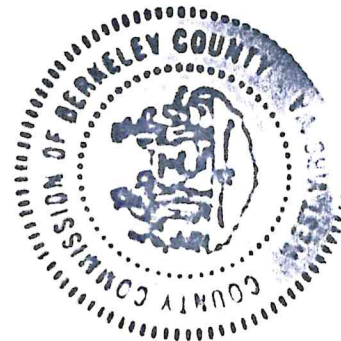
May 21, 2025

MEMORANDUM FOR BCDSCSC, ADMINISTRATIVE ASSISTANT

Approved / Disapproved. Distribute electronically to all Berkeley County Deputy Sheriff Civil Service Commissioners, Berkeley County Commissioners, Berkeley County Sheriff and Staff as required.



DALE BUCK, ESQ.,
President, BCDSCSC



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**BERKELEY COUNTY
DEPUTY SHERIFF CIVIL SERVICE COMMISSION
400 West Stephen Street, Suite 103
Martinsburg, WV 25401-3802**

May 21, 2025

MEMORANDUM FOR COMMISSION PRESIDENT DALE BUCK, ESQ

FROM: Mr. John Alderton, Administrative Assitant, Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC)

SUBJECT: Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC)
Meeting Minutes RE: Wednesday, May 21, 2025 Meeting

1. **Date, Time & Place.** The Berkeley County Deputy Sheriff Civil Service Commission (BCDSCSC) met on Wednesday, May 21, 2025, 400 West Stephen Street, 2nd Floor, Commission Chambers. Martinsburg, West Virginia. The meeting commenced, at 5:00 PM and was streamed on YouTube at <https://www.youtube.com/watch?v=tt2HGyG9wkk> . The meeting starts at the 3:40 minute mark. The meeting was opened by President Dale A. Buck, President, Berkeley County Deputy Sheriff Civil Service Commission.

2. **Personnel in Attendance:**

Mr.	Dale Buck	President of Commission
Mr.	D. Scott Wilson	Commissioner
Mr.	Stephen D. Dopson	Commissioner
Mr.	John H. Alderton	Deputy County Clerk/ BCDSCSC Administrative Assistant
Chief	Tom Young	Berkeley County Sheriff's Office
Corporal	Jody Strickler	Berkeley County Sheriff's Office
Captain (Ret)	Brendan Hall	Retired Captain, Berkeley County Sheriff's Office

3. **Purpose.** The purpose of the meeting was to offer special recognition and to discuss and/or approve a variety of topics. See the agenda (**Attachment 1**) for those issues/items. The following is a summarization of the discussion surrounding each issue/item, listed on the agenda.

4. **Special Recognition.** President Buck opened the meeting by welcoming everyone in attendance. He expressed his appreciation for those present and noted that, before proceeding with the formal business portion of the meeting, the Commission would like to begin with a moment of special recognition. He then turned the floor over to Mr. Alderton to lead the presentation.

a. **Honoring Captain Brendan Hall for 25 Years of Dedicated Service.** Mr. Alderton announced that the Commissioners wished to formally honor and recognize Captain Brendan Hall of the Berkeley County Sheriff's Office for his exceptional service and unwavering

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dedication. Captain Hall retired on Friday, April 18, 2025, after more than twenty-five (25) years of honorable service to the citizens of Berkeley County.

In recognition of his distinguished career, Mr. Alderton read the inscription of a commemorative plaque (**Attachment 2**), which was then presented to Captain Hall on behalf of the Commission. The Commissioners extended their deepest gratitude for his leadership, professionalism, and the many contributions he made throughout his tenure.

In addition, the Commission bestowed special recognition upon Mrs. Katie Hall, Captain Hall's wife. While Mrs. Hall was unable to attend the meeting in person, the Commission wished to acknowledge her steadfast support, strength, and enduring commitment as the devoted spouse of a dedicated public servant. A Certificate of Recognition (**Attachment 3**) was prepared to honor her invaluable role in supporting Captain Hall during his career with the Berkeley County Sheriff's Office.

b. Observance of National Police Week. The next item on the agenda was a special recognition of the men and women of the Berkeley County Sheriff's Office in observance of National Police Week. Although National Police Week was officially commemorated from May 11–17, 2025, the Commission wished to ensure that this important occasion did not pass without formally acknowledging the dedication, professionalism, and sacrifice of the Sheriff's Office personnel.

To honor their service, Mr. Alderton read aloud the Certificate of Recognition (see **Attachment 4**). Following the reading, the Commissioners presented the certificate to Chief Young and Corporal Strickler, representing the entire department. The Commission expressed their sincere gratitude for the continued commitment and service of all deputies and staff within the Berkeley County Sheriff's Office.

5. Reading & Approval of Minutes dated: April 16, 2025. President Buck inquired whether the meeting minutes had been reviewed. All three commissioners confirmed they had reviewed the prepared minutes. President Buck then asked if there were any objections or corrections to the meeting minutes of April 16, 2025. No objections or corrections were raised.

President Buck requested a motion to approve the minutes as written. Commissioner Dopson made a motion to approve the meeting minutes of April 16, 2025. Commissioner Wilson seconded the motion. President Buck called for a vote, and the motion passed unanimously.

NOTE: The meeting minutes for the Special Meeting held on May 8, 2025, were prepared but were inadvertently omitted from the agenda. As a result, they could not be voted upon at this time.

6. Budget (FY 2024 – 2025) Update (Informational): As of Wednesday, May 21, 2025, the following is a breakdown of the Civil Service budget, as managed through the County Clerk's Office:

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Berkeley County, WV



YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
ACCOUNTS FOR:	ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT	
001 General County	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USED	
00152421 Contractual Services								
00152421 52218 Postage	750	0	750	70.15	.00	679.55	9.4%	
00152421 52220 Avertise Publica	5,000	0	5,000	3,355.74	.00	1,644.26	67.1%	
00152421 52223 Professional Ser	10,000	0	10,000	100.00	.00	9,900.00	1.0%	
TOTAL Contractual Services	15,750	0	15,750	3,526.19	.00	12,223.81	22.4%	
TOTAL General County	15,750	0	15,750	3,526.19	.00	12,223.81	22.4%	
TOTAL EXPENSES	15,750	0	15,750	3,526.19	.00	12,223.81		

Berkeley County, WV



YEAR-TO-DATE BUDGET REPORT

FOR 2025 13							
	ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USED
GRAND TOTAL	15,750	0	15,750	3,526.19	.00	12,223.81	22.4%

** END OF REPORT - Generated by Tony Petrucci **

Current Budget Update:

• Postage: A variance of \$10.85 was recorded, resulting from the return mailing of the Sergeant examination to the West Virginia Division of Personnel (WVDOP) on April 17, 2025. This increased the budget obligation from 7.9% to 9.4%.

• Advertising & Publication: A variance of \$351.79 was noted, attributed to the cost of The Journal publication for the May 30th promotional public notification. The budget obligation increased from 60.1% to 67.1%.

• Professional Services: An invoice in the amount of \$100.00 was submitted for legal consultation with Attorney Patrick Henry. A check was issued on April 29, 2025. This increased the budget obligation from 0% to 1.0%.

Mr. Alderton briefed the Commissioners, Mr. Petrucci believes any unobligated funds will be pulled in the near future, possibly the first or second week in June 2025. Commissioner Dopson inquired if there will be a need for another testing. Mr. Alderton replied there may be. There will be a need for promotional examination advertising before the end of the fiscal year. Therefore, the remaining balance is plenty to finish out the year. Only expected expenditures are for a Journal Advertisement and to mail back promotional examinations. Although there may be a possible expenditure fee for a retainer fee for legal counsel, should you vote on that later in the meeting.

Mr. Alderton briefed the current available balance is \$12,223.81, of which the bulk of that amount is \$9,900.00 in Professional Services.

(Informational)

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7. Old Business:

a. **Issue 2024-0013.** Open Hire Process IAW Current Rules & Regulation. (Revision & Update of R&R). Commissioner Dopson, stated the committee has met again. However, the committee is not ready to put the rules out for final approval. The committee has a few odds and ends to tie up. The hope is to present them at the June meeting for final approval.

(OPEN)

b. **Issue 2024-0032.** Request for New Open Hire Physical Agility & Written Examination. RE: March 2025. Mr. Alderton brief the following summary of where this issue currently stands.

(1) As of May 9, 2025, the civil service office has received three (3) letters from the Sheriff's Office requesting three (3) applicants (Yanich, DeMartino and Kershner) be removed or stricken from the eligibility list, dated March 28, 2025. The three (3) applicants are listed as separate issues on the agenda (Issue Number(s): **2025-0016** (Yanich), **2025-0021** (DeMartino) and **2025-0024** (Kershner))

(2) Mr. Alderton stated to the commissioners, depending on their votes this evening, we may be forwarding an update eligibility listing to Sheriff Blair.

(OPEN)

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. Mr. Alderton briefed the following related to this issue:

(1) On Thursday, April 17, 2025, at 9:00 AM we had two (2) corporals test for the rank of Sergeant. The two (2) Corporals were Nathaniel Chronister and Stephen T. Dopson. President Buck and Mr. Alderton served as Test Proctors.

(2) The test results were provided by the West Virginia Division of Personnel at 9:02 AM on Tuesday April 22, 2025. On Wednesday April 23, 2025 the overall scores were carefully calculated by myself and verified by President Buck.

(3) Upon the verification, a letter was prepared and signed by President Buck and delivered to Sheriff Blair. It was noted only three tenths of a point separated the two candidates. Corporal Chronister's overall score was that of 63.8057. While Corporal Dopson's overall score was 83.5902.

(4) The final promotional test results letter was sent to Sheriff Blair on the afternoon of April 23, 2025. Additionally, individual promotion scores were sent to both Corporal Chronister and Corporal Dopson on the afternoon of April 23, 2025.

(5) On Friday, April 25, 2025 at 11:17 AM Chief Young sent the Commission an email. The email stated Corporal Chronister has accepted the promotion to Sergeant.

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(6) On Monday, May 19, 2025 the Commission received a final email from Chief Young. This email stated the test results from Valley Health were received. The reflected Corporal Chronister is capable of handling the prescribed duties of the rank of Sergeant. The letter also stated, Corporal Chronister will be promoted to the rank of Sergeant with an effective date of Monday, May 12, 2025.

(7) Based up the above information, Mr. Alderton made the recommendation the Commissioners to make a motion to close this item.

(8) Commissioner Wilson made a motion to close Item Number 2025-0003. Commissioner Dopson seconded the motion. President Buck called for any further discussion. There being none, he called for a vote. The motion passed unanimously.
(CLOSE)

d. Issue 2025-0004. 2025 West Virginia Legislative Session Update. President Buck inquired that since the Legislative session is over, is there anything to report? Mr. Alderton, said, he could run through the listing of all items related to Civil Service. However, he would recommended that not be done. Only due to nothing being passed this legislative session, related to Civil Service. President Buck made a moved to close Issue 2025-0004. 2025 West Virginia Legislative Session Update. Commissioner Dopson seconded the motion. President Buck then called for discussion. There being none he called for a vote. The vote was unanimous to close the issue.
(CLOSE)

e. Issue 2025 – 0012. Civil Service Commission Legal Counsel. President Buck inquired if the was any update? Mr. Alderton provided the following update:

(1) The invoice of \$100.00 was submitted and paid on April 29, 2025.

(2) A letter was drafted and sent to Mr. Patrick Henry & Mr. Michael J. Funk, Steptoe & Johnson PLLC the purpose of the letter was to see if they were interested in submitting a letter of interest for a retainer fee to serve as the Legal Counsel for the Berkeley County Deputy Sheriff Civil Service Commission.

(3) Both parties had a suspense date of Thursday, May 15, 2025, by 5:00 PM to reply.

(4) Mr. Patrick Henry replied with a letter of interest dated, May 12, 2025. Mr. Michael Funk failed to respond.

(5) In regards to a retainer fee. Mr. Alderton inquired of Mr. Gary Wine, Berkeley County Administrator, should the Commission decide to retain Mr. Henry, June 1st, can that cross fiscal years. Mr. Wine stated it can.

(6) Mr. Alderton suggested a possible retainer fee of \$500.00 be paid to Mr. Patrick Henry. All commissioners felt a retainer fee should be paid to Mr. Henry.

(7) Commissioner Dopson made a motion to secure Mr. Patrick Henry on an annual retainer in the amount of \$500.00 as legal counsel for the Berkeley County Deputy Sheriff Civil

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Service Commission. Commissioner Wilson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on an annual retainer fee in the amount of \$500.00 for Mr. Patrick Henry, as legal counsel.

(8) Commissioner Wilson made a motion to close Issue 2025 – 0012. Commissioner Dopson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on closing Issue 2025 – 0012. **(CLOSE)**

f. **Issue 2025 – 0013.** Mr. Trent Heckman’s Freedom of Information Act (FOIA) Letter of Request, dated April 9, 2025. President Buck requested an update. Mr. Alderton provided the following information:

(1) A review of FOIA documents was accomplished by President Buck and Commissioner Dopson.

(2) On Monday, April 28 2025, at 3:45 PM an email with associated Zip files was sent to Mr. Heckman. Additionally, the County Clerk sent a letter to Mr. Heckman notifying Mr. Heckman, due to the size and volume of the responsive files, the requested documentation was sent using LiquidFiles Computer application associated with Zip Files. The Zip files contained 204 files.

(3) As of May 21, 2025, no further correspondence has been received from Mr. Heckman. Therefore, Mr. Alderton made recommendation to the Commissioners, to make a motion to formerly close this item. **NOTE:** President Buck for the purpose of clarification, addressed the FOIA request was made not by Captain Heckman. But rather he made the request as Mr. Heckman.

Commissioner Dopson made a motion to close Issue 2025 – 0013. Mr. Trent Heckman’s Freedom of Information Act (FOIA) Letter of Request, dated April 9, 2025. Commissioner Wilson seconded the motion. President Buck call for further discussion. There being none, he called for a vote. The vote was unanimous on closing Issue 2025 – 0013. **(CLOSE)**

8. New Business:

a. **Issue 2025-0014,** Resignation of Civil Service Commissioner James G. Moffitt. Effective date of Resignation was April 17, 2025. Mr. Alderton provided the below information related to resignation of former Commissioner James G. Moffitt.

(1) Former Commissioner Moffitt hand delivered his letter of resignation to Mr. Alderton around noon on Thursday, April 17, 2025.

(2) Mr. Alderton in-turn prepared a letter for County Clerk Petrucci and the County Commissioners.

(3) The purpose of the letter was to provide in-sight of the requirements of WV State Code §7-14-3; Civil Service Commission, on the requirements of a replacement commissioner. Such as Party affiliation and the 10 day requirement to fill the vacant seat.

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(4) On Thursday, May 1, 2025 the County Commission held interviews for the vacant seat. There were two (2) applicants. Former Sheriff Kenneth LeMaster, Jr and D. Scott Wilson applied.

Commissioner Dopson made a motion to accept the resignation of former Civil Service Commissioner James G. Moffitt, effective on April 17, 2025. Commissioner Wilson seconded the motion. President Buck call for further discussion. There being none, he called for a vote. The vote was unanimous on accepting the resignation of former commissioner James G. Moffitt. **(CLOSE)**

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

(1) On Thursday, May 8, 2025, the County Commissioners announced D. Scott Wilson to fill the Unexpired term of former Commissioner Moffitt. The term Scott will be filling will be from May 8, 2025 through May 1, 2027.

(2) Newly appointed Commissioner D. Scott Wilson was sworn in by County Clerk's Office, on Thursday, May 8, 2025.
(INFORMATIONAL)

c. **Issue 2025-0016**, Request to Stricken/Remove Applicant RE: Joshua Yanich.
NOTE: President Buck, wanted to address Issue Numbers; 2025-0016, 2025-0021 and 2025-0024 consecutively, instead of the order the agenda has them listed. Therefore, Mr. Alderton addressed Issue Number c. 2025-0016 first, followed by h. 2025-0021 and k. 2025-0024:

(1) On Thursday, April 17, 2025, Chief Young sent a letter to the civil service commission requesting Applicant Joshua Yanich's name be removed/stricken from the eligibility list.

(2) On Friday, April 18, 2025 a certified letter was sent to Applicant Yanich informing him of the letter from Chief Young requesting his name be removed/stricken from the eligibility list.

(3) In the letter it stated... the letter of Intent to request/decline a public hearing must be received within one week of this notice, or no later than Monday, April 28, 2025, at 5:00 PM. He may mail, or scan and email, his Intent to Request/Decline a Public Hearing acknowledgement form. Failure to notify the Civil Service Commission of his decision in writing by Monday, April 28, 2025, at 5:00 PM, it shall be deemed that he has waived his right to a public hearing, and his name will be removed from the list of eligible candidates without further appeal.

(4) As of Monday, April 21, 2025 the tracking number reflects the letter arrived at the USPS facility in Baltimore, MD on April 20, 2025, at 8:38 AM. The item was listed as currently in transit to the destination.

(5) As an update related to Monday, April 21, 2025. The update reflects an attempted delivery was made 4:40 pm on April 21, 2025 in HAGERSTOWN, MD 21742 and a

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notice was left because an authorized recipient was not available. If this item is unclaimed by May 6, 2025 then it will be returned to sender.

(6) Mr. Alderton spoke with Applicant Yanich via telephone on Tuesday, April 29, 2025. He advised Mr. Alderton he was aware of the circumstances involving his background packet. Mr. Yanich fully understands the decision made. Additionally, he advised Mr. Alderton although, the suspense date has passed he had no intentions of requesting a public hearing.

(7) Based on the suspense date of Monday, April 28, 2025 at 5:00 PM Mr. Alderton made the recommendation for the commissioners to make a motion to close Issue 2025 - 0016 for not meeting the suspense date.

Commissioner Wilson made a motion to close Issue 2025-0016, Request to Stricken/Remove Applicant RE: Joshua Yanich. Commissioner Dopson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on closing Issue 2025-0016.

(CLOSED)

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

(1) On Tuesday, April 29, 2025, Chief Young sent a letter to the civil service commission requesting Applicant Anthony Ryan DeMartino's name be removed/stricken from the eligibility list.

(2) On Wednesday, April 30, 2025 a certified letter was sent to Applicant Anthony DeMartino informing him of the letter from Chief Young requesting his name be removed/stricken from the eligibility list.

(3) In the letter it stated... the letter of Intent to request/decline a public hearing must be received within one week of this notice, or no later than Thursday, May 8, 2025, at 5:00 PM. He may mail, or scan and email, his Intent to Request/Decline a Public Hearing acknowledgement form. Failure to notify the Civil Service Commission of his decision in writing by Thursday, May 8, 2025, at 5:00 PM, it shall be deemed that he has waived his right to a public hearing, and his name will be removed from the list of eligible candidates without further appeal.

(4) Per USPS Tracking System for the certified letter was delivered to an individual at the address, at 1:27 PM on May 5, 2025 in Sharpsburg, MD 21782. The signed certified receipt was returned to our office on Thursday, May 8, 2025.

(5) As of the suspense date of Thursday, May 8, 2025, at 5:00 PM. No correspondence has been received from Applicant DeMartino. Furthermore, as of today's date of Wednesday, May 21, 2025, still no correspondence has been received.

(6) Based upon the suspense date being missed, Mr. Alderton made the recommendation to the commissioners to make a motion to remove/stricken Applicant DeMartino, as requested in Chief Young's Letter, dated April 29, 2025. **NOTE:** This allow the Commission to forward one (1) name to Sheriff Blair. As two (2) of the four (4) names have been removed from the eligibility list, as of this meeting.

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Commissioner Wilson made a motion to close Issue 2025-0021, Request to Stricken/Remove Applicant RE Anthony DeMartino. Commissioner Dopson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on closing Issue 2025-0021.

(CLOSE)

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

(1) On Friday, May 9, 2025, Chief Young sent a letter to the civil service commission requesting Applicant Austin Kyle Kershner name be removed/stricken from the eligibility list.

(2) On Monday, May 12, 2025 a certified letter was sent to Applicant Kershner informing him of the letter from Chief Young requesting his name be removed/stricken from the eligibility list.

(3) In the letter it stated... the letter of Intent to request/decline a public hearing must be received within one week of this notice, or no later than Monday, May 19, 2025, at 5:00 PM. He may mail, or scan and email, his Intent to Request/Decline a Public Hearing acknowledgement form. Failure to notify the Civil Service Commission of his decision in writing by Monday, May 19, 2025, at 5:00 PM., it shall be deemed that he has waived his right to a public hearing, and his name will be removed from the list of eligible candidates without further appeal.

(4) On Tuesday, May 13, 2025, at 2:24 PM Applicant Kershner called the Civil Service office. He inquired if Mr. Alderton could let him know what's going on with the background process. Mr. Alderton informed him, a certified letter was sent to him, informing him of where the process stood. Additionally, Mr. Alderton informed him in the letter was an attachment he would need to return to our office no later than Monday, May 19, 2025. He asked what the attachment was in regards to. Mr. Alderton informed him the certified letter contained information as to why the Sheriff is requesting to have his name removed/stricken from the eligibility list. The attachment relates to whether or not he wants a public hearing on the matter. He thanked Mr. Alderton and ended the conversation.

(5) Per USPS Tracking System the certified letter was delivered to an individual at the address at 3:10 PM on May 15, 2025 in Hagerstown, MD 21740. The signed certified receipt was returned to our office on Monday, May 19, 2025.

(6) As of the suspense date of Monday, May 19, 2025, at 5:00 PM. No correspondence has been received from Applicant Kershner. Furthermore, as of today's date of Wednesday, May 21, 2025, still no correspondence has been received.

(7) Based upon the suspense date being missed, Mr. Alderton made the recommendation to the Commissioners to make a motion to remove/stricken Applicant Kershner, as requested in Chief Young's Letter, dated May 12, 2025. **NOTE:** This will now allow the Civil Service Commission to forward two (2) names to Sheriff Blair. As three (3) of the four (4) names have been removed from the eligibility list, as of this meeting. The Sheriff still has one (1) (Cressman) name on the eligibility list

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Commissioner Wilson made a motion to close Issue 2025-0024, Request to Stricken/Remove Applicant RE Austin Kershner. Commissioner Dopson seconded the motion. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on closing Issue 2025-0024.

(CLOSE)

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.

(1) A letter was sent to Sheriff Blair requesting his verification of eligible candidates to test.

(2) Verification was received back that there are two (2) (Christian and Jones, J.) eligible Lieutenants to test for the rank of Captain.

(3) A special meeting of the Civil Service Commission was held, on Thursday, May 8, 2025, at 5:00 PM. The purpose of the special meeting was to select a day, date and time to hold the promotional examination for the rank of Captain.

(4) The promotional test date was set for May 30, 2025, at 9:00 AM, in the Training/Classroom of the Berkeley County Sheriff's Office.

(5) Chief Burnett did advise our office in writing Lt Jarrett Jones, would be unavailable for the test date of May 30th, due to mandatory Training Requirements.

(6) Therefore he will be attending the alternative test date on June 2nd, at 9:00 AM, at the Sheriff's Office. The date of June 2nd was provided in the letter from Chief Burnett.

(7) Lieutenant Christian is the only other eligible person to test, and has replied with his intent to test.

(OPEN)

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.

(1) A letter was sent to Sheriff Blair requesting his verification of eligible candidates to test.

(2) Verification was received back that there was one (1) Sergeant (Anaya) eligible to test for the rank of Lieutenant.

(3) A special meeting of the Civil Service Commission was held, on Thursday, May 8, 2025, at 5:00 PM. The purpose of the special meeting was to select a day, date and time to hold the promotional examination for the rank of Lieutenant.

(4) The promotional test date was set for May 30, 2025, at 9:00 AM, the Training/Classroom of the Berkeley County Sheriff's Office.

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(5) Sergeant Anaya is the only eligible person to test, and has replied with his intent to test.

(OPEN)

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.

(1) A letter was sent to Sheriff Blair requesting his verification of eligible candidates to test.

(2) Verification was received back that there was one (1) person (Dopson) eligible to test for the rank of Sergeant.

(3) A special meeting of the Civil Service Commission was held, on Thursday, May 8, 2025, at 5:00 PM. The purpose of the special meeting was to select a day, date and time to hold the promotional examination for the rank of Sergeant.

(4) The promotional test date was set for May 30, 2025, at 9:00 AM, the Training/Classroom of the Berkeley County Sheriff's Office.

(5) Corporal Dopson is the only eligible person to test, and has replied with his intent to test.

(OPEN)

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.

(1) A letter was sent to Sheriff Blair requesting his verification of eligible candidates to test.

(2) The original letter was found to be in error, as it was missing seven (7) names. The correction was made and resent to Chief Young, and corrections that were made were correct.

(3) Verification was received back that there are twenty-eight (28) (Baldrige, Beasley, Cardello, Carroll, Clark, Cooper, Dunigan, Ezell, Giangola, Henderson, Hooper, Jenkins, Jones, C., Keller, Knotts, Kolb, Meeks, Milburn, Miller, Northcraft, Peck, Robinson, Smith, Snapp, Turner, Yost, Webb and Weidman) eligible Deputies to test for the rank of Corporal.

(4) A special meeting of the Civil Service Commission was held, on Thursday, May 8, 2025, at 5:00 PM. The purpose of the special meeting was to select a day, date and time to hold the promotional examination for the rank of Corporal.

(5) The promotional test date was set for May 30, 2025, at 9:00 AM, the Training/Classroom of the Berkeley County Sheriff's Office.

(6) Chief Burnett did advise our office in writing:

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Deputy Cooper
Deputy Meeks
Deputy Milburn
Deputy Northcraft
Deputy Jones (Chad) (Sent an email he is not interested in testing)
Deputy Webb
Deputy Weidman (Never replied with an Intent to test form)

would be unavailable for the test date of May 30th, due to mandatory Training Requirements.

(7) Additionally, an email was received from Chief Young that Deputy Hooper has mandatory Court on the 30th. His subpoena was supplied to the Civil Service Office.

(8) Therefore the deputies with mandatory training requirements for May 30th will be attending the alternative test date on June 2nd, at 9:00 AM, at the Sheriff's Office. The date of June 2nd was provided in the letter from Chief Burnett. All provided letters of intent to test.

(9) Commissioner Dopson inquired as to why we have to publish an advertisement in The Journal relating to Promotional Exams for the Sheriff's Office. Commissioner Dopson understands it's in the Berkeley County Civil Service Rules & Regulations. But inquired as to why? Commissioner Wilson stated it's in the WV State Code states and reads... *Adequate public notice of the date, time and place of every competitive examination.*

(OPEN)

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. President Buck stated there is has been a lot of discussion at this point, as well as a lot of work done in regards to Rules and Regulations, who would like to open this up for discussion?

(1) Commissioner Wilson, volunteered to go first. He stated on May 20th the Rules and Regulations committee had a meeting. Also in attendance were Chief Young and Lieutenant Christian. There was a lot of discussion on some topics. But one of the biggest areas was in reference to this particular part. On the proposal for the for the rules and regulations, the refusal to examine or certify. He went on to say, the two biggest areas that came up in reference to this was one dealing with the prescription medications and the other there was a lot of discussion on the drugs and how we had categorized them or how they were categorized in the old rules and regulations. After about thirty (30) minutes of discussion, at the committee meeting the committee came up with a proposal to change the rules and regulations. Basically, to say under 1 C, the committee was going to change that to read... addicted to habitual use of alcohol or illegal substances. More specifically an applicant for the position of deputy sheriff must be clean and sober from alcohol and any and all illegal substances including but not limited to inhalants and hash. The committee took out all the other stuff right underneath of that.

(2) Then the committee went on to say for a period of at least 36 months prior to application an applicant for the position of deputy sheriff cannot have more than limited use of the following we put marijuana; synthetic or natural. Commissioner Wilson eluded there was a lot of discussion in reference to the medical marijuana and the year time frames. With that the

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committee took that out and said 36 months marijuana; synthetic or natural. Basically simplifying it. Then the committee defined limited use. It says it's... an applicant's use of such substances no more than three times in the last three years.

(3) The next portion had to do with there was two different sections that talked about drugs one said that for a period of at least three years prior to application an applicant for the position cannot have more than limited use of any of the following: marijuana, cocaine, methamphetamine and ecstasy.

(4) Below that the rules and regulations state no applicant for the position deputy sheriff should be considered if they've used LSD PCP methadone heroin. The question then became... why are we exempting these? When the marijuana, the cocaine, the methamphetamine and the ecstasy are just as bad.

(5) The committee combined it and the proposal is to say no applicant for the position of deputy sheriff shall be considered by this commission if they have used any of the following substances and it's listed A through G; LSD, PCP, Methadone, Heroin, Cocaine, Methamphetamines or Amphetamines and Ecstasy.

(6) Then the committee had one last item left. The committee tried to clarify some of the writing in the current rules and regulations. As it's a little bit hard to understand it doesn't clearly define it. Almost makes it sound as if it's talking about people that has prescription medications and it's saying that they can't use their prescription medications.

(7) Therefore, the committee tried to redefine this. What the committee did was we state no applicant for the position of deputy sheriff shall be considered by this commission if they have habitually used any prescription medications that were not specifically prescribed for the applicant. The committee, tried to clarify that to a person can't use somebody else's prescription medications but we also went on to say habitually. The committee now needs to define Habitually, as that's where the committee stopped. The committee now needs to define, what is believed to be meant as habitual use.

(8) Commissioner Wilson, said he believed there was a lot of good discussion. Now the committee is down to just one issue, and that's defining habitual use as...

(9) President Buck, shared a definition on his phone with Commissioner Wilson. Which Commissioner Wilson felt was a good definition. President Buck, stated this was bounced around about a month ago, and this is what he came up with. Commissioner Wilson requested to read the proposal, to enter it into record, which President Buck approved.

(10) Commissioner Wilson the proposal which states... misuse of any prescription medications defined as inappropriate use of prescription medication not in accordance with a valid medical prescription, as such will not automatically disqualify an applicant and will be reviewed on a case-by case basis and accepted by the Sheriff of Berkeley County.

(11) Commissioner Dopson, added he always gets a worried, when it says case by case. As he doesn't want to be having a hearing every month. But yet at the same time we want to get the best candidates. Commission Dopson does agree, that if you look through it, that's

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probably as close as the commission is going to get to defining habitual use or defining that issue.

(12) Commissioner Dopson expressed his thoughts on the list of drugs fellow Commissioner Wilson read off, in particular Item D. This probably a discussion more for the rules committee. But, we need to think about as Chief Young has pointed out there's a lot of other names for drugs and other drugs out there now that we couldn't possibly list them all that we may want to go to schedules to address them.

(13) Chief Young's asked to address the Commission, and President Buck granted the request. Chief Young stated the Sheriff's Office would support the definition which was read. He felt allowing basically a case by case basis, relating to the prescription medications. He went on to say, he felt the verbiage of 1 C (1) ... an applicant for the position of deputy sheriff must be clean sober from alcohol and any and all illegal substances. Chief Young believes any and all illegal substances kind of simplifies what we have been discussed and there is no reason to provide a list of drugs.

(14) Chief Young, further stated he would be perfectly okay if the Commission took that section to a vote today. With regards to what you're discussing and what we had discussed earlier with regards to the schedules and the vast multitude of new drugs that have popped up in the past 10, 15, and 20 years. Now it's a simple catchall.

(15) President Buck, brought up the issue relating to marijuana that the Federal, says it's legal, the State says it's not. He would like clarification on the issue.

(16) Mr. Alderton, raised a question relating to what Chief Young wanted to see the Commission take up on a vote tonight? Chief Young replied by saying the definition Commissioner Wilson read; habitual use – misuse of any prescription medications. President Buck inquired where does that fit?

(17) Commissioner Dopson, requested Corporal Strickler to step up to the podium. In regards to a the definition of habitual use, she added a more simplified possible definition for habitual use in the context of what the Commission is trying to do would be to say habitual use is defined as the abuse of a prescription medication to the point of dependency and that could be reviewed on a case-by- case basis.

(18) After more discussion it was the consensus of the Commissioners, this couldn't be voted upon during the meeting. As more work needs to be done, instead of piece milling it.

President Buck moved to Table this item. Commissioner Wilson seconded. President Buck called for further discussion. There being none, he called for a vote. The vote was unanimous on tabling Issue 2025-0022.

(TABLED)

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.

(1) On Wednesday, May 7, 2025 Chief Young provided our office a letter requesting to hold another promotional examination for the rank of Corporal. This is as a result

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of the resignation of Corporal Walker, on May 3, 2025. This makes the eligibility date, May 4, 2025.

(2) Ms. Brandy Sullivan, in an email on May, 8, 2025 verified June 16, 2025 would be a perfect date to test, as not one officer is on the leave calendar and the classroom is available.

(3) A follow-up email was sent to Ms. Sullivan on Monday, May 19, 2025, requesting the Classroom availability dates for the Month of June 2025.

(4) Additionally, a request was made at the same time to provide us with the list of anyone on Mandatory Training.

(5) Ms. Sullivan replied back to us on Tuesday, May 20, 2025. She stated in the email, that is the only date from June 3rd to June 27th that doesn't have training of any kind showing. Request a motion be made to set June 16, 2025. At 9:00 AM as the testing opportunity for Corporal.

Commissioner Dopson made a motion to set June 16, 2025, at 9:00 AM as a test date for Corporal. Commissioner Wilson seconded the motion. President Buck call for further discussion. There being none, he called for a vote. The vote was unanimous on setting Monday, June 16, 2025, at 9:00 AM as a test date for Corporal. **NOTE:** Commissioner Dopson volunteered to serve as Test Proctor.

(OPEN)

9. **Items from the Floor.** Chief Young stepped up to the podium to ask a question.

(1) His question was, can the Civil Service Office move forward with providing two more names? Before the named individuals are formally removed off of the eligibility list.

(2) Commissioner Wilson looked in the WV State Code. The State Code reads...
The commission shall forthwith certify, from the eligible list, the names of the three persons thereon who received the highest averages at preceding competitive examinations held under the provisions of this article within a period of three years next preceding the date of the prospective appointment. The appointing sheriff shall, thereupon, with sole reference to the relative merit and fitness of the candidates, make an appointment from the three names so certified: Provided, That should he make objection to the commission to one or more of these persons for any of the reasons stated in section ten of this article, and should such objection be sustained by the commission after a public hearing along the lines of the hearing provided for in said section ten, if any such hearing is requested, the commission shall thereupon strike the name of that person from the eligible list, and certify the next highest name for each person so stricken.

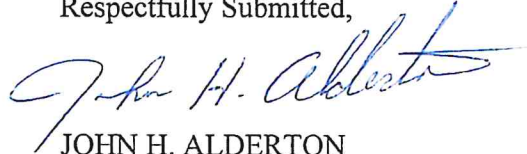
(3) Therefore, it was the belief of all three (3) Commissioners, names can not be provided until an applicants name is formally removed or stricken from the eligibility list.

10. **Announcements.** Mr. Alderton had just one (1) announcement: **Next Meeting.** The next meeting of the Berkeley County Deputy Sheriff Civil Service Commission is scheduled for 5:00 PM, Wednesday, June 18, 2025. Hopefully, in the Commission Chambers. **NOTE:** Per Ms. Penny Shewell, the commission chambers cannot be reserved until the first day of every month.

“Second oldest county in West Virginia”

11. **Adjournment**. President Buck, inquired if there was a motion to adjourn. Commissioner Wilson, made a motion to adjourn. Motion was seconded by Commissioner Dopson. President Buck called for any further discussion. With there being none, President Buck called for a vote. The motion carried unanimously. The meeting was adjourned at 6:32 PM. **NOTE: See Attachment 5**, for a complete review of Open/Closed/Tabled items, dated 5-21-2025.

Respectfully Submitted,



JOHN H. ALDERTON

BCDSCSC, Administrative Assistant

2 Attachment(s):

1. Meeting Agenda, Wednesday, May 21, 2025
2. Berkeley County Civil Service Commission – Certificate of Recognition, RE: Captain (RET) Brendan F. Hall
3. Berkeley County Civil Service Commission – Certificate of Recognition, RE: Mrs. Katie Hall, Wife of Captain (RET) Brendan F. Hall
4. Berkeley County Civil Service Commission – Certificate of Recognition, RE: National Police Week – Recognizing The Men & Women of the Berkeley County Sheriff's Office
5. Open/Closed/Tabled Issues/Item(s) Table of Contents, dated May 21, 2025

cc:

BCDSCSC File

“Second oldest county in West Virginia”



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:

Berkeley County

Civil Service Commission

Certificate of Recognition



Presented to

CAPTAIN BRENDAN F. HALL

to

***Commemorate a Retirement of 25 Years; Serving
the Citizens of Berkeley County with the Berkeley
County Sheriff's Office.***

This certificate is to honor and recognize your devotion, dedication and commendable service to the Berkeley County Sheriff's Office and the citizens of Berkeley County. It is with great respect that your extraordinary service is recognized. Since your first day on December 13, 1999 to your final day on April 18, 2025, you have served with impeccably high standards of ethics, integrity and professional conduct. You have been no stranger to responsibility - from being in charge of the Criminal Investigation Division (CID), leading the Patrol Division upon your promotion to Captain, overseeing and scheduling all continuing education and mandatory training requirements for law enforcement personnel and monitoring departmental readiness. You joined the Sheriff Office from the Martinsburg City Police Department and quickly became an essential part, ultimately as a Captain, you served as third in the chain of command. What an accomplishment! Throughout the years, you clearly demonstrated strong and distinguished leadership. Your personal traits of a pleasant demeanor even temperament, and consistently positive friendly and relaxed attitude have always stood out. Please know the heritage of the Berkeley County Sheriff's Office is forever enriched because of your faithful and dynamic service. Enjoy your retirement, and know you will be missed by many.

With Deepest Gratitude and Respect, Berkeley County Deputy Sheriff's Civil
Service Commission

Presented this 21st day of May 2025.



DALE BUCK

President, Civil Service Commission



Berkeley County

Civil Service Commission

Certificate of Recognition



Presented to

MRS. KATIE HALL

to

***Commemorate Your Steadfast Support, Strength,
and Enduring Commitment as a Loving Spouse of
Captain Brendan Hall.***

In grateful appreciation of our deep appreciation for your unconditional support, enduring loyalty and sacrifice you provided since 2013 alongside Captain Brendan Hall during his law enforcement career. His career with the Berkeley County Sheriff's Office honorably concluded on April 18, 2025, after more than 25 years of distinguished service. Behind and beside every brave law enforcement officer stands a family who serves in their own way - often silently, always faithfully. Your resilience, sacrifices, and love have been a vital part of Captain Hall's journey, and your grace through the challenges of a life in law enforcement speaks volumes. It is often said that the families of those who wear the badge are the true unsung heroes. Today, we proudly give voice to that truth by recognizing you.

With heartfelt gratitude, we honor your role in a life of service.

With Deepest Gratitude and Respect, Berkeley County Deputy Sheriff's
Civil Service Commission

Presented this 21st day of May 2025.



Dale Buck

DALE BUCK
President, Civil Service Commission



***Berkeley County
Civil Service Commission
Certificate of Recognition***



Presented to

***THE MEN & WOMEN OF THE BERKELEY
COUNTY SHERIFF'S OFFICE***

to

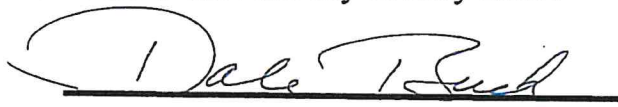
**Commemorate and Recognize National Police Week
May 11 - 17, 2025**

In recognition of your enduring service, courage, and deep commitment to the safety and well-being of every citizen of Berkeley County, the Berkeley County Deputy Sheriff's Civil Service Commission proudly presents this Certificate of Recognition during National Law Enforcement Week. Each day, you wear the badge with honor. Each night, you stand watch while others rest. Through storms, uncertainties, and sacrifice, you remain a constant source of strength, stability, and protection for our community. We understand that your roles are not without risk, and the weight of the responsibility you carry is immense. You serve not for praise or recognition, but out of a calling to protect and serve. That selflessness deserves to be honored, not only this week, but every day. You are guardians of the peace and, just as importantly, builders of trust. We honor the families who support you, knowing the toll this profession can take on hearts and homes. And we remember those who have fallen in the line of duty, whose memory inspires us to continue striving for excellence, courage, and unity. Thank you for the sacrifices you make, the lives you touch, and the example you set.

With Deepest Gratitude and Respect, Berkeley County Deputy Sheriff's
Civil Service Commission



Presented this 21st day of May 2025.



DALE BUCK
President, Civil Service Commission



Open/Closed/Tabled Issue Running List

Table of Contents

Issue Item Number	Title	Opened	Closed - Tabled	OPR
2024 - 0001	Nomination of BCDSCSC President	January 27, 2024	April 24, 2024	All Commissioners
2024 - 0002	BCDS Chief Young's Request for Reinstatement Submittal/Withdrawal.	March 27, 2024	March 27, 2024	All Commissioners
2024 - 0003	REVISED Title; Investigating Test Providers for Deputy Sheriff Promotional Examination Services. Titled changed 9-18-2024, Civil Service Meeting Former Title: Online Testing for the Berkeley County Deputy Sheriff Department for Open Entry and Promotional exams.	????????	This item was TABLED on May 22, 2024, pending more information relating to a budget – financial obligation. ----- This item was readdressed on 9-18-2024 and was also TABLED again on 9-18-2024	All Commissioners
2024 - 0004	Amendment to BCDSCSC Rules & Regulation RE: Virtual Attendance.	March 27, 2024	April 24, 2024	All Commissioners
2024 - 0005	Hiring of Deputy Charles Hess.	October 19, 2023	March 27, 2024	All Commissioners
2024 - 0006	Promotional Exam for Corporal on Monday, March 25, 2024. RE: due to Steerman vacancy	January 23, 2024	April 24, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0007	Letter of Resignation for Lt Kurt Yoder, Effective March 12, 2024, received this Office on March 13, 2024	March 13, 2024	March 27, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0008	Promotional Exam Request for Rank of Lieutenant due to Lt Yoder's resignation, which created the vacancy as of March 13, 2024	March 27, 2024	July 17, 2024	All Commissioners

Open/Closed/Tabled Issue Running List

Table of Contents - Continued

Issue Item Number	Title	Opened	Closed - Tabled	OPR
2024 - 0009	Promotional Exam Request for Rank of Sergeant due to Lt Yoder's resignation, which created the vacancy as of March 13, 2024	March 27, 2024	July 17, 2024	All Commissioners
2024 - 0010	Promotional Exam Request for Rank of Corporal Due to Lt Yoder's resignation, which created the vacancy as of March 13, 2024	March 27, 2024	July 17, 2024	All Commissioners
2024 - 0011	Transfer Request from Mr. Timothy Everhart	March 27, 2024	March 27, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0012	Part-Time Employment Amendment. IAW WV State Code §17-14-15a, to Rules & Regulations	January 27, 2024	April 24, 2024	Chief T.A. Young /Chief of Staff Eric Burnett
2024 - 0013	Open Hire Process IAW Current Rules & Regulation. Rules & Regulation Update/Review	April 24, 2024		President Dopson
2024 - 0014	Position Classification Plan – Does the Chief Administrator's Position Need to be added?	March 27, 2024	April 24, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0015	Master Classification & Proposed Rank Structure.	April 24, 2024	May 22, 2024	Chief T.A. Young All Commissioners
2024 - 0016	Draft of Revised Berkeley County Deputy Sheriff Civil Service Application	April 24, 2024	July 17, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0017	Open Hire Physical Agility & Written Examination (August 3, 2024)	May 22, 2024	August 21, 2024	All Commissioners
2024 - 0018	(Informational) Job Fair Participation (May 8, 2024)	May 22, 2024	May 22, 2024	Deputy County Clerk/ Administrative Assistant

Open/Closed/Tabled Issue Running List

Table of Contents - Continued

2024 - 0019	(Informational) Resignation of Deputy Thadeuss Wright (Last Work Day, June 1, 2024)	May 22, 2024	May 22, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0020	Provisional Appointment(s)	July 17, 2024	July 17, 2024	All Commissioners
2024 - 0021	Preference Points for Certified Officers	July 17, 2024	July 17, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0022	(Informational) Demotion (Voluntary) Letter of Request. Re Sergeant Harold Heagy	July 1, 2024	July 17, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0023	Promotional Exam Request for Rank of Sergeant due to Sergeant Heagy Demotion (Voluntary) Request, which created the vacancy as of July 1, 2024	July 1, 2024	October 16, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0024	Request for New Open Hire Physical Agility Test & Written Examination. RE October 26, 2024	August 21, 2024	January 15, 2025	Deputy County Clerk/ Administrative Assistant
2024 - 0025	Conditional Hiring Request for Approval RE: Applicant Bryce Reinhardt	September 18, 2024	September 18, 2024	All Commissioners
2024 - 0026	Request to Stricken/Remove Applicant RE: Jerry Lee Moschel	September 18, 2024	October 16, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0027	Request to Stricken/Remove Applicant RE: Stefan Cebotari	September 18, 2024	November 20, 2024	Deputy County Clerk/ Administrative Assistant
2024 - 0028	Conditional Hiring Request for Approval RE: Applicant Aden Drake	September 18, 2024	October 16, 2024	All Commissioners
2024 - 0029	Request for New Open Hire Physical Agility & Written Examination. RE December 14, 2024	October 30, 2024	March 31, 2025 @ Special Meeting	Deputy County Clerk/ Administrative Assistant

Open/Closed/Tabled Issue Running List

Table of Contents - Continued

2024 - 0030	Request to Stricken/Remove Applicant RE: Mackenzie Duclos	December 18, 2024	January 15, 2025	Deputy County Clerk/ Administrative Assistant
2024 - 0031	Request to Stricken/Remove Applicant RE: Reily Miller	December 18, 2024	January 15, 2025	Deputy County Clerk/ Administrative Assistant
2024 - 0032	Request for New Open Hire Physical Agility & Written Examination. RE March 8, 2025	December 18, 2024		Deputy County Clerk/ Administrative Assistant
End of Issue Items for 2024				
Beginning of Issue Items for 2025				
2025 - 0001	Annual Report for Calendar Year 2024	January 15, 2024	March 19, 2025	Deputy County Clerk/ Administrative Assistant
2025 - 0002	Social Media RE: Facebook and/or Instagram Presence	January 15, 2025	February 19, 2025	Deputy County Clerk/ Administrative Assistant
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	February 19, 2025		All Commissioners
2025 - 0004	2025 West Virginia Legislative Session Update	March 19, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0005	Promotional Exam Request for Rank of Corporal. As Requested in Chief Young's Letter Dated March 17, 2025	March 19, 2025	Verbally Rescinded, By Chief Young, During Meeting of March 19, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0006	Addendum to Current (9-15-2021) Rules & Regulations, Article III, Promotions, Section II – Eligibility (§7-14-13)	March 19, 2025	March 19, 2025	All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0007	Request to Stricken/Remove Applicant RE: Stephen Ray Moreland	March 19, 2025	March 31, 2025 @ Special Meeting	Deputy County Clerk/ Administrative Assistant

Open/Closed/Tabled Issue Running List

Table of Contents – Continued

2025 - 0008	Request for Hearing for Information RE: Reason Hearing wasn't heard in October of 2023 – Corporal Philip Butcher	March 19, 2025 @ Special Meeting	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0009	Eligibility Date of Decision Rendered at Special Meeting held on March 31, 2025 RE Corporal Philip Butcher.	April 8, 2025	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0010	Corporal Stephen T. Dopson's Request, dated April 1, 2025, for a New Hearing Related to Corporal Butcher's original Grievance, dated 10-16-2023.	April 8, 2025	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0011	Corporal Stephen T. Dopson's Freedom Of Information Act (FOIA) Letter of Request, dated April 1, 2025	April 8, 2025	April 8, 2025 @ Special Meeting	All Commissioners
2025 - 0012	Civil Service Commission Legal Counsel	April 16, 2025		All Commissioners
2025 - 0013	Mr. Trent Heckman's Freedom of Information Act (FOIA) Letter of Request, dated April 9, 2025	April 16, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0014	Resignation of Civil Service Commissioner, Mr. James G. Moffitt. Effective date of Resignation was immediately on 4-17-2025.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0015	Appointment of _____ as Civil Service Commissioner.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0016	Request to Stricken/Remove Applicant RE: Joshua Yanich.	May 21, 2025		

Open/Closed/Tabled Issue Running List

Table of Contents – Continued

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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
2025 - 0021	Request to Stricken/Remove Applicant RE: Anthony DeMartino.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
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.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant

2025 - 0024	Request to Stricken/Remove Applicant RE: Austin Kershner.	May 21, 2025		All Commissioners Deputy County Clerk/ Administrative Assistant
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