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**Township Supervisor**  
Brenda L. Stumbo  
**Township Clerk**  
Heather Jarrell Roe  
**Township Treasurer**  
Stan Eldridge



**YPSILANTI  
TOWNSHIP**  
— OFFICE OF THE CLERK —

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**Trustees**  
Ryan Hunter  
John Newman II  
Gloria Peterson  
Debbie Swanson

**Civil Service Commission  
Special Meeting Agenda  
Wednesday, January 24, 2024 at 4:30pm**

7200 S. Huron River Drive  
Ypsilanti MI, 48197

1. CALL TO ORDER
2. NEW BUSINESS
  - A. REQUEST TO APPROVE THE ENTRY LEVEL ELIGIBILITY LIST FOR JANUARY 2024
  - B. DISCUSSION ON OPENING THE ENTRY LEVEL PROCESS WITH AN OPEN ENDED CLOSE DATE UNTIL OPEN POSITIONS CAN BE FILLED
3. ADJOURNMENT



## MEMORANDUM

TO: Charter Township of Ypsilanti  
Civil Service Commission

FROM: Karen Wallin  
Human Resource Manager

DATE: January 18, 2024

RE: **Entry-level Eligibility List January 2024**

The entry-level firefighter application process took place October 15, 2023 – December 16, 2023, with a total of six applications being accepted.

The Human Resource Department completed criminal and driving backgrounds, as well as confirming that the minimum qualifications (as outlined in the Collective Bargaining Agreement as well as Township Policy) were met. The minimum qualifications are listed below:

- **Minimum of 18 years of age**
- **U.S. Citizen**
- **High school diploma or equivalent**
- **Valid driver's license with a good record – no more than 6 pts in the last 5 years.**
- **Michigan Firefighter Training Council Firefighter I & II Certification**
- **State of Michigan or Equivalent Emergency Medical Technician—Basic License**
- **Valid completion of written test scores of 70% or better**
- **Valid nationally recognized CPAT test**

At this time, I am requesting that the attached proposed eligibility list representing a total of two eligible candidates be certified.

In addition to certifying the list, I would also like to discuss opening the Entry-Level process up with an open-ended close date until we can get the open positions we have filled.

Thank you for your consideration in this matter. Should you have any additional questions, please contact me.

**CHARTER TOWNSHIP OF YPSILANTI FIRE DEPARTMENT**  
**Entry-level Eligibility List**  
**January 2024**

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<b>Rank</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>Written</b>	
			<b>Score</b>	<b>APP #</b>
1	Johnson	Aydin	88	4
2	Brophy	Austin	87	2