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



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

Trustees
Ryan Hunter
John Newman II
Gloria Peterson
Debbie Swanson

**Civil Service Commission
Regular Meeting Agenda
Wednesday, March 20, 2024 at 4:30pm**

7200 S. Huron River Drive
Ypsilanti MI, 48197

1. CALL TO ORDER
2. NEW BUSINESS
 - A. REQUEST TO APPROVE THE MINUTES OF THE DECEMBER 20, 2023 AND JANUARY 24, 2024 SPECIAL MEETINGS
 - B. REQUEST TO APPROVE THE ENTRY LEVEL ELIGIBILITY LIST FOR MARCH 2024
3. OTHER BUSINESS
4. ADJOURNMENT

**CHARTER TOWNSHIP OF YPSILANTI
CIVIL SERVICE COMMISSION
MINUTES OF THE DECEMBER 20, 2023 REGULAR MEETING**

The meeting was called to order by Commissioner Vic Chevrette at approximately 4:30pm in the Ypsilanti Township First Floor Conference Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Vic Chevrette and Fred Williams, II

Members Absent: Hazelette Crosby Robinson

Also Present:

NEW BUSINESS

A. REQUEST TO APPROVE THE 2024 CIVIL SERVICE MEETING DATES

A motion was made by Commissioner Williams and seconded by Commissioner Chevrette to approve the request to approve the 2024 Civil Service Meeting dates.

The motion passed unanimously.

**B. REQUEST TO APPROVE THE MINUTES OF THE JANUARY 18, 2023,
JULY 19, 2023, AUGUST 23, 2023 AND SEPTEMBER 20, 2023**

A motion was made by Commissioner Williams and seconded by Commissioner Chevrette to approve the minutes of the January 18, 2023, July 19, 2023, August 23, 2023 and September 20, 2023.

The motion passed unanimously.

ADJOURNMENT

A motion was made by Commissioner Williams and seconded by Commissioner Chevrette to adjourn the meeting.

The motion carried unanimously.

The meeting adjourned at approximately 4:34pm.

Respectfully submitted,

Lisa Stanfield
Secretary

**CHARTER TOWNSHIP OF YPSILANTI
CIVIL SERVICE COMMISSION
MINUTES OF THE JANUARY 24, 2024 REGULAR MEETING**

The meeting was called to order by Commissioner Vic Chevrette at approximately 4:36pm in the Ypsilanti Township First Floor Conference Room, 7200 S. Huron River Drive, Ypsilanti Township.

Members Present: Vic Chevrette and Fred Williams, II

Members Absent: Hazelette Crosby Robinson

Also Present: Karen Wallin

NEW BUSINESS

**A. REQUEST TO APPROVE THE ENTRY LEVEL ELIGIBILITY LIST FOR
JANUARY 2024**

A motion was made by Commissioner Williams and seconded by Commissioner Chevrette to approve the request to approve the entry level eligibility list for January 2024.

The motion passed unanimously.

**B. DISCUSSION ON OPENING THE ENTRY LEVEL PROCESS WITH AN
OPEN ENDED CLOSE DATE UNTIL OPEN POSITIONS CAN BE FILLED**

A motion was made by Commissioner Chevrette and seconded by Commissioner Williams to approve the open entry level process with a closing date of March 31, 2024 with exceptions to extend for additional closing dates of June 30, 2024, September 30, 2024 and December 31, 2024.

The motion passed unanimously.

ADJOURNMENT

A motion was made by Commissioner Chevrette and seconded by Commissioner Williams to adjourn the meeting.

The motion carried unanimously.

The meeting adjourned at approximately 4:53pm.

Respectfully submitted,

Lisa Stanfield
Secretary

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



**YPSILANTI
TOWNSHIP**
— HUMAN RESOURCE DEPARTMENT —

Trustees
Ryan Hunter
John Newman II
Gloria Peterson
Debbie Swanson

MEMORANDUM

TO: Charter Township of Ypsilanti
Civil Service Commission

FROM: Karen Wallin
Human Resource Manager

DATE: March 19, 2024

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

The entry-level firefighter application process opened on Monday, February 26, 2024. As of March 19, 2024, we have 4 applicants having met all the qualifications of the entry-level process.

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 eligibility list be certified. The process will remain open for additional candidates that may be eligible at a future meeting.

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
March 2024

Rank	LAST NAME	FIRST NAME	Written	
			Score	APP #
1	Newsom	Brent	90	1
2	Piazza	David	87	4
3	Stephens	Adam	85	3
4	LaChance	Michael	83	2