



## Merit System Commission

~Agenda~

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Clerk of Council  
937-535-1005

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**February 4, 2026**

**9:00 AM**

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- I. Call to Order**
- II. Approval of Minutes**
  - A. Merit System Commission Meeting Minutes - December 4, 2025
- III. Business**
  - A. Full-Time Firefighter (Entry Level) - Certify List
  - B. Full-Time Mechanic - Entry Level - Discussion
- IV. Other Business**
- V. Adjournment**

# RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held December 4, 2025

**Call to Order**

Meeting called to order at 9:02 AM.

|             |            |         |
|-------------|------------|---------|
| Mary Woeste | Chair      | Present |
| James Kempe | Vice Chair | Present |
| Tom Watts   | Member     | Present |
| Gina Delph  | Member     | Present |

Staff Present: Traci Kuzminski, Fire Chief; Mike Guadagno, Deputy Fire Chief; Karen Powell, Clerk of Council

**Approval of Minutes**

**Merit System Commission Meeting Minutes - November 12, 2025**

Mrs. Woeste asked if there were any changes or corrections to the November 12, 2025, Regular Council meeting minutes. Hearing none, the minutes were approved as submitted.

**Business**

**Fire Division Hiring**

Fire Chief Traci Kuzminski asked the commission members to close the current list. She reported one applicant on the list still has paperwork pending but has been interviewed and is being considered.

Mrs. Woeste reminded Chief Kuzminski that if the list is closed, that ends the process for the applicant. She said the Fire Division cannot advertise until the old list is gone as a new process cannot begin until the current process has ended.

Chief Kuzminski said the applicant has not turned in the past history questionnaire but has indicated interest in the position.

Deputy Chief Mike Guadagno indicated several have been hired off of the current list, but the list is now exhausted.

After discussion, Chief Kuzminski asked the commission to close the list, and if the current applicant wants, he can reapply with the new process.

Mr. Watts moved to terminate the current list; Mr. Kempe seconded the motion.

**RESULT:** Passed (*Yes 4, No 0, Abstained 0*)  
**MOVER:** Tom Watts  
**AYES:** Mary Woeste, Jim Kempe, Tom Watts, Gina Delph  
**NAYS:** None  
**ABSTAIN:** None

**Full-Time Firefighter (Entry Level)**

Mrs. Woeste confirmed with Fire Chief Traci Kuzminski that the information including salary is correct in the proposed advertisement.

Ms. Powell noted that PIO Officer Aaron Vietor had questioned if the ad should run until January 9 due to the two upcoming holidays.

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Minutes of Merit System Commission

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Chief Kuzminski stated she wants the ad to end on January 2, 2026, as medic classes are graduating and many cities are looking to hire.

Ms. Powell noted the advertisement will be posted online December 5, 2025, and will begin to run in the newspaper on December 7, 2025.

Mrs. Woeste asked for a motion to release the advertisement that begins on December 5, 2025, and runs through January 2, 2026, at 5:00 p.m.

Mr. Kempe moved to release the advertisement for Full-Time Firefighter (Entry Level) as it stands; Mrs. Delph seconded the motion.

**RESULT:** *(Yes 4, No 0, Abstained 0)*  
**MOVER:** Jim Kempe  
**AYES:** Mary Woeste, Jim Kempe, Tom Watts, Gina Delph  
**NAYS:** None  
**ABSTAIN:** None

**Other Business - None**

**Adjournment**

Meeting adjourned at 9:08 AM.

## **Full-Time Mechanic - Entry Level - Discussion**

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**Department:** Clerk of Council

**Request:** Staff Report

**Item Background and Purpose:**

Discussion regarding Full-Time Mechanic position.

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**Attachments:**