



Merit System Commission

~Agenda~

<http://www.ci.moraine.oh.us/>

Clerk of Council
937-535-1005

April 8, 2026

9:00 AM

- I. Call to Order**
- II. Approval of Minutes**
 - A. Merit System Commission Meeting Minutes - March 4, 2026
- III. Business**
 - A. Street Division - Full-Time Mechanic - Entry Level - Certify List
 - B. Police Division - Police Officer - Entry Level (No OPOTA Required) - Certify List
 - C. Fire Division - Temporary Promotion
- IV. Other Business**
- V. Adjournment**

RECORD OF PROCEEDINGS

Minutes of Merit System Commission

Held March 4, 2026

Call to Order

Meeting called to order 9:00 AM.

Mrs. Woeste, who was reappointed to the commission by City Council, was sworn in prior to the meeting.

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

Staff Present: Street Division Superintendent, Chris Dunn, Chief of Police, Craig Richardson; Public Information Officer, Aaron Vietor; Clerk of Council, Karen Powell

Mrs. Woeste moved to excuse Mr. Watts' absence; Mr. Kempe seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)

MOVER: Mary Woeste

AYES: Mary Woeste, Jim Kempe, Gina Delph

NAYS: None

ABSTAIN: None

Approval of Minutes

Merit System Commission Meeting Minutes - February 4, 2026

Mrs. Woeste asked if there were any changes or corrections to the February 4, 2026, Merit System Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Business

Street Division Hiring

Full-Time Mechanic - Entry Level

Approve New Ad

Mr. Chris Dunn provided the commission with an ad for Full-Time Mechanic - Entry Level. He requested approval from the commission.

Mrs. Woeste asked if the information in the ad is correct.

Mr. Dunn replied that the only information that was changed from the previous ad is that the ASE Certifications and three to five years' experience are preferred instead of required. He noted that the Street Division is still requiring the B Class CDL. He said if there is not a good response to the ad, then the ad can be looked at to see if revisions should be made.

Mr. Kempe said that at a prior meeting he had asked if the requirements for the position settled in well with the Union.

Mr. Dunn answered that he spoke with the Union representative at the shop, and the representative is in agreement that the City will struggle to find applicants who meet the

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requirements list. He said the representative also felt it was a good idea to go this route and then make changes if needed.

Mr. Kempe reconfirmed that the Union partners are good with the ad.

Mrs. Woeste asked if an applicant who does not have the ASE certifications will have time to acquire certifications after hire?

Mr. Dunn replied that during the interview process, he will ascertain what certifications the applicant possesses and try to have that person obtain those certifications needed during the probation period.

Mrs. Woeste asked what the timeframe is for running the ad.

Ms. Powell stated the ad would be posted online immediately and would run in the paper over the weekend.

Mr. Dunn and Mr. Vietor discussed the dates, and they decided to amend the ad end date to Thursday, March 19, 2026.

Mr. Kempe moved to approve the ad as amended; Mrs. Delph seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)

MOVER: Jim Kempe

AYES: Mary Woeste, Jim Kempe, Gina Delph

NAYS: None

ABSTAIN: None

Police Division Hiring

Full-Time Police Officer (Entry Level, No OPOTA Required)

Terminate Existing List

Mrs. Woeste moved to terminate the existing list; Mr. Kempe seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)

MOVER: Mary Woeste

AYES: Mary Woeste, Jim Kempe, Gina Delph

NAYS: None

ABSTAIN: None

Approve New Ad

Police Chief Craig Richardson said off the list that was terminated, there was a pretty good response, and three people were hired off the list. He noted one new-hire was in the academy and is now back in the FTO program, a second new-hire was at an earlier stage in another academy and is still there, and the third new-hire just left for the police academy and will be finished in June. He reported there is one additional spot open. He stated the list was stale and that is why he asked the commission to terminate the list. He said he would like to run another entry-level process. He confirmed the lateral position is not needed. He suggested another entry-level process only.

Mrs. Woeste confirmed the information on the ad is correct.

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Chief Richardson said he would like to begin the ad immediately.

Mr. Vietor said the ad would run from March 5 through March 26, 2026.

Mrs. Woeste moved to approve the ad for Full-Time Police officer (Entry Level, No OPOTA Required); Mr. Kempe seconded the motion.

RESULT: Passed (*Yes 3, No 0, Abstained 0*)

MOVER: Mary Woeste

AYES: Mary Woeste, Jim Kempe, Gina Delph

NAYS: None

ABSTAIN: None

Full-Time Police Officer (Lateral Entry)

Terminate Existing List

Approve New Ad

Chief Richardson reported that he does not want to run a lateral ad along with the entry-level ad.

Other Business

Adjournment

Meeting adjourned at 9:10 AM.

Street Division - Full-Time Mechanic - Entry Level - Certify List

Department: Street Division

Request: Action Item

Item Background and Purpose:

The Full-Time Mechanic advertisement ran from March 5 through March 19, 2026.

Attachments:

Police Division - Police Officer - Entry Level (No OPOTA Required) - Certify List

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

A new advertisement ran from March 5 through March 26, 2026. The previous list was terminated by the commission on March 4, 2026.

Attachments:

Fire Division - Temporary Promotion

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

Fire Chief Traci Kuzminski is asking for approval to temporarily promote Chad Capozzi to the position of Lieutenant.

Attachments:

1. Temporary Promotion - Fire

MORaine

FIRE DIVISION

4200 Dryden Road
Moraine, OH 45439
(937) 535-1132

March 18, 2026

To: Mike Davis, City Manager

Subject: Request for Temporary Promotion of Chad Capozzi to Lieutenant

Dear City Manager,

I am respectfully requesting the temporary promotion of Chad Capozzi to the rank of Lieutenant, effective April 5, 2026, in accordance with the City of Moraine Merit System Commission Rule 15: Temporary Appointment, Section 1.

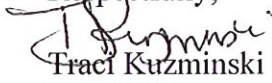
Rule 15, Section 1 provides that temporary appointments may be made by the City Manager for a limited period of time, not to exceed six (6) months, and must be approved by the Commission when there are valid reasons to do so for the efficient operation of the City, as set forth in Ohio Revised Code Section 124.30. The rule further provides that the City Manager may select an individual on the eligible list for permanent appointment to serve in a temporary position.

Chad Capozzi is the next eligible individual on the promotional list certified on April 16, 2025, and is therefore qualified for consideration for this temporary appointment.

This request is made with the understanding that all rules and requirements pertaining to the temporary promotion will be followed in accordance with the City of Moraine Merit System Commission Rules, the applicable Collective Bargaining Agreement, and the Personnel Policies Manual.

Thank you for your consideration of this request. Please let me know if any additional information or documentation is needed.

Respectfully,


Traci Kuzminski
Fire Chief
City of Moraine



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	April 16, 2025	9:00 AM	Payne Recreation Center
I.	Call to Order		
II.	Approval of Minutes - None		
III.	Business		
	A. Fire Lieutenant Promotional Process - Certification of List		
	B. A Motion to rescind the April 1, 2025, vote to certify the list for Full-Time Police Officer (Entry Level, No OPOTA Required).		
	C. A Motion to rescind the April 1, 2025, vote to certify the list for Full-Time Police Cadet.		
IV.	Other Business		
V.	Adjournment		