

POLICE CIVIL SERVICE COMMISSION MEETING MINUTES

*Elkins Fire Department
216 4th Street
August 14, 2025
3:30 p.m.*

Present were Commissioners G. Worden, J. Eichenberger, and C. McFadden.

Also present: S. Stokes (City Clerk), M. Goins (Executive Secretary), T. Bennett (Police Chief).

MINUTES

Worden **MOVED APPROVAL OF THE MINUTES OF JUNE 28, 2025.** The motion carried.

NEW BUSINESS

Proposed provisional appointment of Tyler Knotts:

Chief Bennett explained that his department has two vacancies. The June 28, 2025 list of eligible candidates has been exhausted. Bennett has the opportunity to hire a current certified West Virginia officer, Tyler Knotts.

The Commission reviewed correspondence from the Mayor and the Chief certifying the urgent need, i.e., a severe staffing shortage, exists, and nominating Tyler Knotts for provisional appointment as patrolman for 90 days, effective August 18, 2025.


Worden **MOVED THAT THE COMMISSION CERTIFY THAT AN URGENT NEED EXISTS JUSTIFYING DEVIATION FROM THE APPOINTMENT PROCEDURES CONTAINED IN PART IV OF THE COMMISSION'S RULES AND REGULATIONS.** The motion carried.

Worden **MOVED THAT THE COMMISSION APPROVE THE APPLICATION OF KNOTTS FOR PROVISIONAL APPOINTMENT AS PATROLMAN FOR 90 DAYS.** The motion carried.

Worden **MOVED THAT THE COMMISSION AUTHORIZE CITY STAFF TO TAKE ALL NECESSARY STEPS TO ADMINISTER ENTRY-LEVEL TESTING NO LATER THAN SATURDAY, NOVEMBER 15, 2025.** The motion carried.

The meeting adjourned at 10:28 a.m.

Colin McFadden
Name & Title


Signature