

CLARKSBURG FIRE CIVIL SERVICE COMMISSION

DATE: TUESDAY, DECEMBER 16, 2025

TIME: 5:30 PM

**LOCATION: CITY MANAGER'S CONFERENCE ROOM
(2nd Floor)
CLARKSBURG MUNICIPAL BUILDING
222 WEST MAIN STREET
CLARKSBURG, WV 26301**

A G E N D A

- 1. Call to Order**
- 2. Approval of minutes of Commission meeting of:
September 17, 2025**
- 3. Unfinished Business**
- 4. New Business:**
 - a) Consideration of certification of newly-established
Eligibility List**
- 5. Adjournment**

FIRE CIVIL SERVICE COMMISSION
September 17, 2025

The Fire Civil Service Commission met on Wednesday, September 17, 2025 at 11:00 a.m. in the City Manager's Conference Room, Clarksburg Municipal Building, 222 West Main Street, Clarksburg.

Members Present: William "Bill" Brady
Jeffrey Strange
Eddie Jenkins

Also Present: Fire Chief Jimmy Green
Deputy Fire Chief Ian Fitzpatrick
Steve Pulice, Community Planning & Admin. Project Mgr.
Firefighter Jonathan Brady
Firefighter Chris Runner
Annette Wright, City Clerk/Secretary

The meeting was called to order with roll call taken upon arrival.

MOTION by Commissioner Strange, **SECONDED** by Commissioner Jenkins for approval of the minutes of the session held on January 16, 2025. **MOTION APPROVED UNANIMOUSLY.**

UNFINISHED BUSINESS: None.

NEW BUSINESS:

a) Consideration of the election of Chairman

MOTION by Commissioner Jenkins, **SECONDED** by Commissioner Strange to elect William "Bill" Brady as Chairman. **MOTION APPROVED UNANIMOUSLY.**

b) Consideration of updating eligibility list in accordance with the Rules and Regulations of the Firemen's Civil Service Commission of the City of Clarksburg

The City Clerk presented a draft ad to the Commission for their review and consideration informing that she, along with Chief Green, developed said ad/schedule. Applications due in the City Clerk's Office by November 3rd with the Written Test and Physical Ability Test to take place on Saturday, November 8th. Concluding brief discussion, **MOTION** by Commissioner Jenkins, **SECONDED** by Commissioner Strange for approval of the ad/schedule, as presented, to update the eligibility list. **MOTION APPROVED UNANIMOUSLY.**

There being no further business to come before the Commission at this time, **MOTION** by Commissioner Jenkins, **SECONDED** by Commissioner Strange to adjourn the meeting. **MOTION APPROVED UNANIMOUSLY.**

Chairman or Member

Approved

Annette Wright, City Clerk/Secretary