



CIVIL SERVICE MINUTES

March 30, 2015

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on March 30, 2015. The meeting was called to order at 7:00 a.m. by Chairman Alan Key.

Members Present: Chairman Alan Key, Committee Members Debbie Lowe and Roger Johnson

Staff Present: City Clerk/Chief Examiner Leslie Trachsler.

Addition to the Agenda: Add item f. to Current Business – Discuss changing meeting time.

Approve Minutes: Motion to approve minutes from the February 23, 2015 meeting. (m/s Johnson/Lowe) Motion carried.

Correspondence:

- Resignation letter from Logan Nelson (Evidence Officer)

Current Business:

- Review revised timeline for hiring process for Police Records/Evidence Clerk and Police Evidence Officer:** With the resignation of the Evidence Officer, the timeline was adjusted to postpone the testing date to April 9th at which time one test will be given for both positions. Motion to approve and accept revised timeline for hiring process for Police Records/Evidence Clerk and the Police Evidence Officer. (m/s Lowe/Johnson) Motion carried.
- Review and approve Temporary Reassignment – Evidence Officer:** In order to maintain the chain of evidence and preserve the integrity of the evidence, Chief Warren made an emergency appointment of Sergeant Maryott to the Evidence Officer position. Clerk Trachsler also reported that Officer Roberts will be on light duty for approximately 3 months beginning mid-May, at which time Chief Warren will assign Roberts to the Evidence Officer as a temporary appointment. Motion to ratify the action taken to appoint an emergency temporary reassignment to the Evidence Officer position. (m/s Johnson/Lowe) Motion carried.

- c. **Timeline for Captain's appointment:** Captain's appointment will be May 1st with a public promotion ceremony to be held mid-May during an open house before the City Council meeting.
- d. **Timeline for Sergeant's appointment:** Sergeant's testing is scheduled for May 27th with an anticipated appointment date of June 1st. Motion to approve timeline for Sergeant's appointment. (m/s Lowe/Johnson) Motion carried.
- e. **Review timeline for hiring process for additional officers:** Once the Captain and Sergeant appointments have been made Chief Warren will begin the hiring process to fill the officer vacancy plus an additional officer position. The names will be pulled from Public Safety Testing on June 1st with oral interviews tentatively scheduled for June 17th. The top 3 names will begin the background checks and continue through the process. It is anticipated that two new officers will be hired by the 1st of September. Motion to approve timeline for hiring process for additional officers. (m/s Lowe/Johnson) Motion carried.
- f. **Discuss changing meeting time:** Discussion on changing the meeting time due to travel concerns and other conflicts. Motion was made to reschedule and set the regular meetings to the 3rd Monday of each month at 8:45 a.m. (m/s Lowe/Johnson) Motion carried. The next regular meeting will be April 20th at 8:45 am.

There being no further business meeting adjourned at 7:21 am.

Alan Key, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner