



CIVIL SERVICE MINUTES

August 17, 2015

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on August 17, 2015. The meeting was called to order at 8:47 a.m.

Members Present: Committee Members Debbie Lowe and Roger Johnson

Staff Present: Police Chief Mike Warren and City Clerk/Chief Examiner Leslie Trachsler.

Chairman Alan Key was noted absent.

Additions/Deletions to the Agenda: None

Approve Minutes: Motion to approve minutes of the June 15, 2015 meeting. (Johnson/Lowe) Motion carried.

Correspondence: Request was received from Cory Rosen, who is a lateral applicant on Public Safety Testing, requesting an extension of his application consideration beyond September 2015 and to be considered for any future entry level position openings.

Motion to grant request by Cory Rosen to have his application considered to September 2016 and to be considered for entry level openings. (m/s Johnson/Lowe) Motion carried.

Current Business:

- a. Update on current hiring progress: Examiner Trachsler advised the Commission that of the 5 applicants interviewed on June 30th, only three returned the requested background paperwork. Of those three, two were hired by other law enforcement agencies, the third has been given a conditional offer of employment with the City of Ephrata pending polygraph and psychological evaluation. This still leaves us with one position left to fill.
- b. Timeline for 2nd hiring process: Application packets have been mailed out and are due back August 28th, Oral Boards have been scheduled for September 10th and Administrative interview of top three on September 16th. Motion to approve and accept the timeline. (m/s Lowe/Johnson) Motion carried.

Chief Warren gave a brief update on the recent hires and promotions.

There being no further business meeting adjourned at 9.08 a.m.

Commissioner Lowe/Johnson

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner