



## **CIVIL SERVICE MINUTES**

### **October 19, 2015**

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on October 19, 2015. The meeting was called to order at 8:45 a.m. by Commissioner Lowe.

**Members Present:** Committee Members Debbie Lowe and Roger Johnson

**Staff Present:** City Clerk/Chief Examiner Leslie Trachsler.

Chairman Alan Key was noted absent.

**Approve Minutes:** Motion to approve minutes of the August 17, 2015 meeting as corrected. (m/s Johnson/Lowe) Motion carried.

#### **Correspondence:**

- a. **Public Safety Testing (PST) proposed change for Candidate Re-Test**  
**Timeframe:** This proposal allows candidates to re-test after 3 months in place of the 6 month waiting period. Motion to approve changing the timeframe for candidate waiting period for re-testing. (m/s Johnson/Lowe) Motion carried.
- b. **Public Safety Testing (PST) option for Out of Region Candidate Testing:**  
This option would provide for testing outside of the Pacific Northwest and would include all 50 states. The drawback of this option is the physical ability test would not be administered by PST, requires additional planning for oral boards, candidate may not actually be willing to relocate and would require additional time to manage the list. Motion to disallow Out of Region Candidate Testing. (m/s Johnson/Lowe) Motion carried.

#### **Current Business:**

- a. **Update on current hiring progress:** All the candidates were either disqualified during the background investigation or failed to turn in the packet with authorization to conduct the background. We will pull a new list from PST the first of November.
- b. **Request for Rule Change - Preference points for Reserve Officers:** Request was received from Mayor, City Administrator, Police Chief and Fire Chief to

allow for preference points for Reserve Officers/Volunteer Firefighters who are currently volunteering for the City. In order to volunteer/qualify for these positions, the individuals have to pass all of the same rigorous pre-employment evaluation processes as full-time candidates. Commission discussion ensued regarding the criteria to establish qualifications for preference points and the use of those points in conjunction with military points. They would like to see at least a one year of service minimum or completion of probationary period, whichever is greater, to qualify for preference point. The Commission supports the concept and would like the Police Chief and Fire Chief to present proposals for a point system with methodology.

- c. **Request for inclusion to Civils Service Rules – Rejection Criteria/Guidelines:** The Police Department presented a set of guidelines they use for disqualifying applicants. Commission discussion ensued regarding the inclusion of these guidelines in the rules and making it clear in the rules that an extensive background on qualified applicants will be conducted along with a psychological and polygraph exams. Commission directed examiner Trachsler to prepare draft amendment to Rule IV, Section 4, Item F to clarify that background, psychological and polygraph exams will be conducted.

There being no further business meeting adjourned at 9:43 a.m.

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Commissioner Debbie Lowe

ATTEST:

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Leslie Trachsler, City Clerk/Chief Examiner