



## CIVIL SERVICE MINUTES

### November 16, 2015

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on November 16, 2015. The meeting was called to order at 8:45 a.m. by Chairman Alan Key.

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

**Staff Present:** Police Chief Mike Warren, Fire Chief Jeremy Burns and City Clerk/Chief Examiner Leslie Trachsler

**Approve Minutes:** Motion to approve minutes of the October 19, 2015 meeting. (m/s Lowe/Johnson) Motion carried.

#### **Current Business:**

- a. **Update on the current hiring process:** Letters to apply were sent out on October 30<sup>th</sup>, five applications were returned. Oral Boards will be held this Friday, November 20<sup>th</sup>.
- b. **Request for Consideration:** Trachsler reported receiving a call (on November 10<sup>th</sup>) from an applicant that was sent an application packet on August 10, 2015; he did not return the application packet and was dropped from the list. The applicant called wanting to know why he had not heard from Ephrata, claimed he did not receive the packet and wanted to be included in this round of Oral Board Interviews. Applicant was advised that the Civil Service Commission would have to rule on allowing him to be reconsidered. Examiner Trachsler reported that he was sent a new application packet (on November 10<sup>th</sup>) which he returned by the November 10<sup>th</sup> deadline. Commission discussion ensued regarding the precedent this would establish and the applicants' responsibility to follow up in a timelier manner. The packet was not returned and his address was verified. Motion to deny request to be reconsidered. (m/s Key/Johnson) Motion carried.
- c. **Proposed Rule Change – Preference Points for Reserve Officers/Volunteer Firefighters:** In response to request from the Mayor, City Administrator, Fire Chief and Police Chief to provide a provision for preference points for Reserve Officers/Volunteer Firefighters, they have proposed an addition to Rule V adding verbiage for preference points of 10% of score for qualified reserve/volunteers. Commission discussion ensued. Motion to approve and accept proposed rule

change allowing for preference points for reserve officers/volunteer firefighters. (m/s Johnson/Lowe) Motion carried.

- d. **Rule clarification – Minimum Standards:** Additional verbiage is proposed to Rule IV, Section 4, Item F identifying that applicants must pass a thorough background check, psychological exam and polygraph exam. Chief Burns advised that psychological exams and polygraph exams are not required for firefighters and requiring them is outside the standard hiring process for fire departments. Commission discussion ensued. They directed Trachsler to amend the rule to read firefighters may be required to have a psychological and polygraph exams and to verify with legal counsel.
- e. **Request to reschedule December 21<sup>st</sup> meeting to December 14<sup>th</sup>:** Examiner Trachsler advised that she will be on vacation the week of December 21<sup>st</sup> and asked if the Commission would like to reschedule for December 14<sup>th</sup>. Motion to reschedule commission meeting to December 14, 2015. (m/s Lowe/Johnson) Motion carried.

Discussion ensued regarding the structure of the Fire Department and their recruiting process.

There being no further business meeting adjourned at 9:23 am.

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Alan Key, Chairman

ATTEST:

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Leslie Trachsler, City Clerk/Chief Examiner