



## **CIVIL SERVICE MINUTES**

### **April 17, 2017**

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on April 17, 2017. The meeting was called to order at 8:50 a.m. by Chairman Debbie Lowe.

**Members Present:** Chairman Debbie Lowe, Commission Member Jeff Mackey

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

Motion to excuse Commission member Key. (m/ Mackey) Motion carried.

**Additions/Deletion to Agenda:** None

**Approve Minutes:** Motion to approve minutes of the March 20, 2017 meeting. (m/s Mackey/Lowe) Motion carried.

**Correspondence:** None

**Discussion on Annual Review of Civil Service Rules:** Chairman Lowe discussed the advantages of performing a regular review of the Rules. It was recommended that they be broken down in three sections and reviewed at the following meetings:

May 15<sup>th</sup>

- Rule I – General Provisions
- Rule II – Secretary/Chief Examiner
- Rule III – Classifications
- Rule IV – Application Procedures and Applicants
- Rule V – Examinations

June 19<sup>th</sup>

- Rule VI – Eligibility Lists
- Rule VII – Appointments
- Rule VIII – Probationary Period
- Rule IX – Maintenance of Standards

July 17<sup>th</sup>

- Rule X – Disciplinary Action
- Rule XI – Hearings and Appeals
- Rule XII – Definitions

- Rule XIII – Lay-Offs and Reductions in Force

Motion to approve the review of the Civil Service Rules as proposed. (m/s Mackey/Lowe). Motion carried.

There being no further business meeting adjourned at 8:58 a.m.

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Debbie Lowe, Chairman

ATTEST:

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Leslie Trachsler, City Clerk/Chief Examiner