



CIVIL SERVICE MINUTES

July 17, 2017

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on July 17, 2017. The meeting was called to order at 8:47 a.m. by Chairman Debbie Lowe.

Members Present: Chairman Debbie Lowe, Committee Members Alan Key and Jeff Mackey

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

Addition/Deletions to the Agenda: None

Approve Minutes: Motion to approve minutes from the June 19, 2017 meeting. (m/s Key/Mackey) Motion carried.

Correspondence: None.

Promotional Testing Request: Due to a voluntary request for demotion from Sergeant to Patrol Officer, Mayor Reim and Chief Examiner Trachsler are requesting a Promotional Examination for Sergeant. This exam will be conducted on August 9th.

Motion to approve the Promotional Examination for Sergeant on August 9th. (m/s Mackey/Key) Motion carried.

Follow up on “Fitness for Duty”: At the last Commission meeting there was some discussion regarding the legality of conducting physical fitness testing annually. Chief Examiner Trachsler reported that she reached out to Counsel and was advised that the City is not violating its current rules as they state “may be required” but advised it would be more practical to require an examination on an as needed basis. Counsel Franz proposed deleting sections 3 and 4 and replace with the following and re-number Section 5 as Section 4:

“Section 3. Fitness for Duty. All personnel in positions covered by these civil service rules and regulations may be required by the Appointing Authority or the Commission to undergo periodic medical and/or mental examinations at the expense of the City to determine their continued physical or mental suitability and fitness to perform the work of the position in which they are employed. The

Appointing Authority or Commission shall notify the employee in writing of the reasons for the examination.”

After further discussion, motion was made to approve and amend Rule IX per recommendation from Counsel Franz. (m/s Key Mackey) Motion carried.

Review Civil Service Rules X – XIII: Commission discussion ensued on the review of Civil Service Rules X – XIII. There were no recommended changes.

Chief Examiner Trachsler advised Commission that Council will be addressing a Municipal Code change to the Police Civil Service section which will specifically exclude reservist and part-time employees from the civil service process.

Commission discussion regarding the next meeting. In light of the promotional examination, Commission members agreed to hold the next meeting on August 14th to certify the promotional list.

Commissioner Lowe advised that this will be her last meeting as she will be submitting a letter of resignation.

There being no further business meeting adjourned at 9:14 a.m.

Deb Lowe, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner