



## **CIVIL SERVICE MINUTES**

### **August 14, 2017**

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on August 14, 2017. The meeting was called to order at 8:49 a.m. by Commissioner Mackey.

**Members Present:** Commission Members Alan Key and Jeff Mackey

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

Commissioner Mackey will Chair the meeting.

**Additions/Deletion to Agenda:** Motion to amend Agenda adding items d and e to Current Business. (m/s Key/Mackey) Motion carried.

**Approve Minutes:** Motion to approve minutes of the July 17, 2017 meeting. (m/s Key/Mackey) Motion carried.

**Correspondence:** None

**Sergeant's Promotion List/Appointment:** There were five applicants for the Sergeant's promotional examination. At the last minute, one candidate withdrew. The candidates went through a three step process;

1. Oral interview
2. Role Play Scenario
3. Presentation

They were scored on Leadership, Oral Communications, Management/Supervisory Skill, Stress/Composure and Problem Solving.

All the candidates did very well. Mayor Reim appointed Officer Ryan Harvey as the new Patrol Sergeant.

**Approval of Civil Service Rules Revisions:** With the completion of the review of the Civil Service Rules, the Chief Examiner presented the rules with all the revisions/changes noted.

Motion to approve and accept the Civil Service Rules as revised. (m/s Key/Mackey)  
Motion carried.

**Letter of Resignation – Deb Lowe:** Motion to accept resignation letter from Deb Lowe. (m/s Key/Mackey) Motion carried.

**Elect Chairman:** Commissioner Key nominate Mackey. Approved and accepted.

**Set Special Meeting for August 28<sup>th</sup>:** Chief Examiner advised that this special meeting would be to review letters of interest for Civil Service Commission for recommendation to the Mayor.

There being no further business meeting adjourned at 8:49 a.m.

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Jeff Mackey, Chairman

ATTEST:

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Leslie Trachsler, City Clerk/Chief Examiner