



## CIVIL SERVICE MINUTES

### April 15, 2019

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on April 15, 2019. The meeting was called to order at 8:20 a.m. by Chairman Joe Varick.

**Members Present:** Chairman Joe Varick, Commission Member Rusty Romig

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

**Addition/Deletion to Agenda:** None

**Approve Minutes:** Motion to approve minutes of the December 17, 2018 meeting. (m/s Romig/Varick) Motion carried.

**Correspondence:** Notice of Officer Maryott's retirement effective May 31, 2019.

**Current Business:**

- a. Schedule for vacant officer position:
  - Advertising and testing will continue until April 23, 2019 through the Public Safety Testing site.
  - After an initial screening process, application packets and letter to apply will be sent out by April 30<sup>th</sup> with deadline to return of May 10<sup>th</sup>.
  - Oral Board Interviews are tentatively scheduled for May 29<sup>th</sup>, establishing a list of five qualified applicants.
  - Final interview with Mayor, City Administrator and Police Chief week of June 4<sup>th</sup> with Conditional offer to follow.

Next meeting is schedule for May 20, 2019 at 8:15 a.m.

There being no further business meeting adjourned at 8:26 am.

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Joe Varick, Chairman

ATTEST:

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Leslie Trachsler, City Clerk/Chief Examiner