



## CIVIL SERVICE MINUTES September 16, 2019

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on September 16, 2019. The meeting was called to order at 8:15 a.m. by Chairman Joe Varick.

**Members Present:** Chairman Joe Varick, Commission Members Alan Key and Rusty Romig

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

**Additions/Deletion to Agenda:** Motion to amend Agenda adding item f. under Current Business. (m/s Key/Romig) Motion carried.

**Approve Minutes:** Motion to approve minutes of the August 19, 2018 meeting. (m/s Key/Varick) Motion carried.

Motion to approve minutes of the September 3, 2019 special meeting. (m/s Romig/Key) Motion carried.

**Correspondence:** None

### **Current Business:**

- a. Request for revision of Rule IV Section 5(r) – continued discussion: Examiner Trachsler reported that she spoke with City Attorney who advised that it would be a fair consideration to reduce the use of marijuana from 3 years to 1 year. Motion to revise Rule IV Section 5(r) to read: Marijuana – 1 year. (m/s Key/Romig) Motion carried.
- b. Request to review Rules regarding qualifying scores – continued discussion: Further discussion regarding questions used to evaluate candidates in the oral board process. Commission would like to see more scenario type questions and questions that focus on skills such as common sense, communication, judgement and observation.
- c. Results of Sergeant's Promotional Exam: Five candidates expressed interest in this position, one withdrew before testing. Certified list was given to Administration. The change to Detective/Sergeant is anticipated to take place

after the first of the year at which time notification will be given of the promotion to Sergeant.

- d. Update on Clerical vacancy: Administration has given notice to rescind the advertisement for this vacancy. An officer that requires light duty will be given this assignment for the time being. Discussion ensued. Letters will be sent to those applicants who turned in applications.
- e. Update on entry level Police Officer: Officer Wentworth has been given a conditional offer of employment with Grant County Sheriff's Office. Administration has asked the Commission to qualify additional names for the hiring list. Timeline was reviewed, names will be pulled from Public Safety Testing through September 30<sup>th</sup>, application packets will be due back October 18<sup>th</sup> and Oral Board Interviews will be conducted on October 25<sup>th</sup>.
- f. Consider revision of Rule IV Section 4 C – Minimum Standards: Chief Warren is requesting the minimum age requirement to apply be changed to read "Have attained the age of twenty-one (21) years at the time of **hire**." This change will allow us to begin the evaluation process with prospective candidates sooner. Motion to revise rule IV Section 4C to read "twenty-one (21) years at the time of hire". (m/s Key/Varick) Motion carried.

The next meeting is scheduled for October 21, 2019.

There being no further business motion to adjourned at 8:38 a.m. (m/s Key/Varick)  
Motion carried.

---

Joe Varick, Chairman

ATTEST:

---

Leslie Trachsler, City Clerk/Chief Examiner