

MEETING MINUTES
Civil Service Commission
May 4, 2016
6:00 PM
City Hall – 15535 Main St. NE, Duvall

Call to order: 6:05

Attendees Present: Jaime Kemper, Ray Labate, Sergeant Kevin Hawley, Alana McCoy.

Approval of Minutes: April 6, 2016, Minutes approved as written. Agenda approved as written.

Public Comments: None

Police Department Report:

- Sergeant Hawley said the Department is stable and Sergeant testing is on hold.
- Disqualifiers will be put on the website soon and will be added to the City Employment Application.
- Discussion regarding Exceptional Entry language.

New/Old Business:

- Report on Entry Level and Lateral Eligibility lists. Per email, Chief Hert has asked that the Oral Boards will be postponed. At this time there are no anticipated departures or vacancies in the Department. It is preferred to wait until the Entry Level list expires and then hold Oral Boards for both lists.
- Continued discussion for Exceptional Entry on recommended language to add as an amendment to the Rules and Regulations. Sergeant Hawley and McCoy will compile an Exceptional Entry position description to be emailed to the Commissioners for review so we are prepared to vote on this at the next meeting.
- Discussion; Remove the following in the Rules and Regulations: 24.02 Police Clerk-Secretary, 24.07 Police Commander, 24.08 Police Chief and update page 61 plus table of contents Rule 24. Kemper made a motion to remove these items listed above per the fact that they are not covered by Civil Service at this time. Labate second and approved. Item numbers will remain without description in Rules and Regulations as placeholder for the future.
- Update Rules and Regulations to be postponed to next meeting.
- Chief David Burke will be gone the next meeting in June. Ray Labate will be gone in July.
- City Civil Service website needs to be updated and reminder that a 24 hour notice for a change of venue or time is necessary.

Next meeting June 1, 2016 at the Fire Hall.

Adjourn: 6:57pm