

Meeting minutes
Civil Service Commission
July 6, 2016
6:00 pm
Fire Hall

Call to Order: 6:00

Commissioners present: Jaime Kemper, David Burke, Chief Hert, Alana McCoy

Approval of Minutes: Minutes were approved as written.

City of Duvall Report: Report to be presented in August.

Public Comments: None.

Police Department Report:

- Chief Hert requested having the remaining eligible laterals contacted for testing availability. Alana will make contact as soon as possible.
- The Chief will contact Shelley Rowe to confirm that her position is not under Civil Service.
- In May 2016 a decision was approved to remove the Police Clerk Secretary position from the Rules and Regulations but the Chief recommended that it be rescinded. Kemper made a motion to rescind the amendment and return the Police Clerk Secretary to the original position in the Rules and Regulations.
- The Department will prepare to move forward with a notice to advertise and Police Department recruiting with applications sent to the Civil Service if the remaining Laterals are not available. Would like to have up to ten applications received and then hold interviews.
- Planned to have the Exceptional Entry language complete and approved for the use in choosing candidates. The Description will be sent out by email to the board for comment and approval.
- Department budgets are due July 28th and Chief Hert can present a budget by email to the board. Alana will provide the budget hours for Secretary Chief Examiner position that will also include conference time with PST.
- The Chief will look into the addition of the disqualifier list on the City Website.
- The City's new insurance carrier WCIA would prefer the Police department not conduct pre-employment background checks. The cost is \$2500 through PST for each check and not something the City is prepared to do.

New Business:

- Kemper will be gone for the August meeting.

Old Business:

- Next six months close out discussions on Rules and Regulations and finalize document as a whole.

Next Meeting: August 3, 2016

Adjourn: 6:27