

**Meeting Minutes**  
**Civil Service Commission**  
**February 9, 2022**  
**ZOOM**  
**5:00 PM**

**Commissioners present:** Jaime Kemper, Ray LaBate, William Ojeda

**Secretary/Chief Examiner:** Lt. Steve Sabourin

**Staff present:** Lt. Steve Sabourin

**Call to Order:** 5:01pm

**Approval of Minutes:**

- Commissioners approved of the minutes from the 01/12/2022 meeting
  - Motion- Jaime Kemper
  - Second- Ray LaBate

**Public Comment:** None

**Police Department Report:**

- Lt. Sabourin provided a hiring update. Elliott Head started at the Basic Law Enforcement Academy on 2/9/22. Lateral Officers Parker Gunnhild (2/1/22) and Jose Garibay (2/7/22) began employment recently. They will both begin their field training process in the coming weeks. PD held oral boards for lateral/exceptional entry level candidates on 2/8/22 and will be requesting that a new eligibility list be certified later in the meeting.

**New Business:**

- After a brief discussion related to scoring, commissioners voted to certify the lateral/exceptional entry eligibility list.
  - Motion- Ray LaBate
  - Second- William Ojeda
- Lt. Sabourin discussed the Police Department's intention to hire a Police Clerk and the hope that the person hired will also take over the Civil Service Chief Examiner position. Lt. Sabourin discussed that since the civil service rules state the commission is responsible for appointing the Chief Examiner, how does the commission go about recruiting and ultimately selecting the person who is appointed? After discussion, the commission provided direction to include the Chief Examiner position in the Police Clerk's duties and the commission will formally appoint them, once the person is selected.
- Lt. Sabourin requested direction from the commission on narrowing the applicant pool, once the application period has closed. The commission provided direction to use the list of automatic disqualifiers already established, along with an analysis of relevant training and experience, to narrow the pool for interviews.

- Lt. Sabourin informed the commission, given that the Police Clerk-Secretary is a Civil Service position, that the Police Department will be presenting the final process for selection, to include interview questions, prior to beginning the hiring process for the position. Lt. Sabourin hopes to have the information available by next month's meeting.
- Lt. Sabourin brought up a conflict with the March 2, 2022 meeting and requested the meeting be moved back a week to March 9, 2022. Commissioners agreed to the change.

**Old Business:** None

**Next Meeting:** March 9, 2022

**Adjourn:** Approximately 5:51pm