

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

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

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

**Staff present:** Lt. Steve Sabourin

**Call to Order:** 5:09pm

**Approval of Minutes:**

- Commissioners approved of the minutes from the 02/09/2022 meeting
  - Motion- Jaime Kemper
  - Second- Ray LaBate

**Public Comment:** None

**Police Department Report:**

- Lt. Sabourin provided a hiring update. Parker Gunnhild and Jose Garibay are progressing well through their FTO processes. PD has re-opened a continuous application period for lateral applicants, with plans to host oral boards after the Sergeants' exam on 3/29. Jaime Kemper volunteered to proctor the Sergeants' exam as Chief Examiner, to avoid any conflict of interest if Lt. Sabourin were to do it.
- Lt. Sabourin let the commission know that the application period for the Police Administrative Specialist position has been opened, with a closing date of 3/31. The interview questions and overall selection process will be presented to the commission at the 4/6 meeting and if approved, the interview process will take place later in April.

**New Business:** None

**Old Business:** None

**Next Meeting:** April 6, 2022

**Adjourn:** Approximately 5:21pm