

**Meeting Minutes**  
**Civil Service Commission**  
**April 6, 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:** 5:02pm

**Approval of Minutes:**

- Commissioners approved of the minutes from the 03/09/2022 meeting
  - Motion- Jaime Kemper
  - Second- Ray LaBate

**Public Comment:** None

**Police Department Report:**

- Lt. Sabourin informed the commission that it has been a very busy week for the Police Department with patrol activity. Parker Gunnhild and Jose Garibay are progressing well through their FTO processes. Elliott Head is progressing well through the Basic Law Enforcement Academy. Lt. Sabourin informed the commission that the Police Department will be hosting interviews for the Police Administrative Specialist position on April 18<sup>th</sup> and 19<sup>th</sup> and lateral Officer oral boards on April 25<sup>th</sup>. Lt. Sabourin informed commission there were 15 candidates, with not all confirming, for the Police Administrative Specialist position and two (2) candidates for lateral Police Officer.

**New/Old Business:**

- Certification of Sergeant Promotional Eligibility List
  - Lt. Sabourin informed the commission that one of the three candidates withdrew prior to the test. Lt. Sabourin shared the results with the commission.
  - Commissioners certified the Sergeant Promotional Eligibility List
    - Motion- Jaime Kemper
    - Second- Ray LaBate
    - Third- William Ojeda
- Approval of Police Administrative Specialist Interview Packet and Hiring Process
  - Jaime Kemper had a question about when education and experience gets factored into evaluating candidates. Lt. Sabourin explained that specifics related to a candidates' background are not considered or discussed until the Chief's interview stage.
  - Jaime Kemper had a question about whether veteran's points or education points apply to the scoring, as they do for Police Officers. That will need to be researched and reported back.

- Commission overall approved of the interview questions and hiring process. It was decided no note or adoption was needed.

**Next Meeting:** May 11, 2022 (Commission agreed to move the next scheduled meeting to May 11, 2022 from May 4, 2022)

**Adjourn: Approximately 5:31pm**