

**Meeting Minutes**  
**Civil Service Commission**  
**October 13, 2021**  
**Depot Park, 26219 NE Burhen Way, Duvall**  
**5:00 PM**

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

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

**Staff present:** Lt. Steve Sabourin

**Call to Order:** 5:22pm

**Approval of Minutes:**

- Approval of August Minutes- Commissioner LaBate made a motion; Commissioner Kemper seconded

**Public Comment:** None

**Police Department Report: Lt. Sabourin**

Lt. Sabourin provided a recruiting and hiring update to the commission. Oral boards are scheduled for October 21-22, 2021 for entry level and lateral/exceptional entry level applicants. The City of Duvall is full time on NEOGOV now for applications. Commissioner Kemper brought up that the same automatic/potential disqualifier list needs to be included on the NEOGOV application.

Officer Rhodes (current SRO) is leaving the department to be closer to family in the Walla Walla area. Sgt. Warwick has advised he will be leaving the department in-the-near future, as well, to move out of State. Lt. Sabourin explained that the SRO position has been posted for FOP members.

**New/Old Business:**

Discussion regarding updating disqualifier language on City application. NEOGOV was discussed and adding the same disqualifier language to the new application process.

Discussion regarding adding vaccine requirement language to the City application. Lt. Sabourin advised that the Police Department's plan is to advise candidates of the vaccine requirement during the Chief's interview, after successful completion of the oral board and before beginning the background process.

Updated exceptional entry language will be added to the current civil service rules. The updated language will follow the WAC.

Civil Service Secretary and Chief Examiner Alana McCoy resigned her duties. In the interim, Lt. Sabourin has assumed the duties. A discussion ensued regarding the parameters of Lt. Sabourin's role, specifically as it relates to oral boards next week. Commissioner Kemper motioned to allow Lt. Sabourin to proctor the oral boards, as Chief Examiner, but must recuse himself from discussions about candidates or the hiring decision. Commissioner LaBate seconded.

**Next Meeting:** November 3, 2021

**Adjourn: 6:10 pm**