EDMONDS CIVIL SERVICE COMMISSION
MINUTES
CIVIL SERVICE COMMISSION MEETING

Specially Called Meeting

January 11, 2017

Commissioners present: Mike Fields
Norm Davis

Others present: Professional Standards Sergeant Josh McClure
Secretary & Chief Examiner Mary Ann Hardie

CALL TO ORDER
Commissioner Mike Fields called the meeting to order at 7:00 pm. Chair H. Scott McEwen was unable to attend the meeting.

MINUTES:

Commissioner Mike Fields made a motion to approve the meeting minutes of November 2, 2016. Commissioner Davis seconded the motion. The motion carried.

CORRESPONDENCE

Police Officer Julie Burrell successfully completed her probation effective 11/1/16. The Commission extended congratulations to Ms. Burrell on the successful completion of her promotion.

POLICE BUSINESS
Review and Approval of the Animal Control/Ordinance Enforcement Officer List
Sergeant McClure explained that this opening occurred following the promotion of the previous Animal Control/Ordinance Enforcement Officer (ACO) Tabatha Shoemake to the Senior Animal Control/Ordinance Enforcement Officer position. Sergeant McClure explained that there were approximately 24-25 applications and from the screening process, 5 individuals were contacted to interview. From those selected to interview, all but 2 cancelled and the two candidates that did not cancel were from out of state and had Skype interviews. At this point, these candidates are both in the background check process for this position.

There was a short discussion that followed by the Commission. Commissioner Fields inquired as to whether both candidates were going through the background check process. Sergeant McClure confirmed this. Commissioner Fields further inquired as to which positions in the department may be subject to polygraph testing as part of the hiring process. Sergeant McClure stated that the believed that all the positions in the department were subject to this as well as a psychological examination.

Commissioner Davis made a motion to approve the Animal Control/Ordinance Enforcement Officer Eligibility List dated 1/11/17. Commissioner Fields seconded the motion. The motion carried.

NEW BUSINESS
None.

OTHER

The meeting adjourned at 7:11 p.m.

H. Scott McEwen, Chair Mike Fields for 2/8/17 Date

Mary Ann Hardie, Secretary and Chief Examiner 2.8.17 Date