

# EDMONDS CIVIL SERVICE COMMISSION

## MINUTES

### CIVIL SERVICE COMMISSION MEETING

#### Specially Called Meeting

January 9, 2019

Commissioners present: Mike Fields  
Chris Fleck

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

#### CALL TO ORDER

Chair Mike Fields called the meeting to order at 6:00 pm. Commissioner Norm Davis was unable to attend the meeting.

#### MINUTES:

The approval of the October 2, 2018 and November 7, 2018 meeting minutes were deferred to the next regularly scheduled meeting for review and approval (as not all the commissioners in attendance at that meeting were present).

**Chair Mike Fields made a motion to approve the March 8, 2018 meeting minutes. Commissioner Chris Fleck seconded the motion. The motion carried.**

#### CORRESPONDENCE

##### Requests to extend the Police Corporal and Sergeant Eligibility List(s)

Sergeant McClure explained that there were three [total] requests submitted for extensions of the Police Corporal Eligibility List (Officers McIntyre and D. Smith) and the Police Sergeant Eligibility List (Officer B. McIntyre, Officer D. Smith and Officer K. Strum) for a one year period [as allowed by Civil Service rules]. Civil Service Secretary & Chief Examiner Mary Ann Hardie explained that Officer Strum was planning to attend, but due to the birth of his child, was unable to do so.

There was a short discussion that followed by the commission about how many candidates are on the current eligibility list(s), that notice was provided to staff about this meeting/agenda, and the past practice that has included extending the lists for a one year period. Following the discussion [and hearing no opposition regarding this matter], **Chair Fields made a motion to extend both the current Police Corporal and Sergeant Eligibility List(s) for an additional one period from the current list expiration rate [until 3/7/20]. Commissioner Fleck second the motion. The motion carried.**

##### Resignation of Part-Time Administrative Assistant Kellie Raftis

Sergeant McClure explained that Ms. Kaftis had unfortunately resigned from the position (due to an off-the-work injury) and that the department would be working on filling this vacancy.

**POLICE BUSINESS**

**Review and approval of the Police Services Assistant Eligibility List**

Sergeant McClure explained that there were over two hundred (200) applicants for the two Police Services Assistant vacancies. Seventeen (17) of the candidates invited to the oral boards participated. The top four (4) candidates were moved forward to the command staff interview phase. From there, two (2) candidates were moved forward to the background check stage and are in that process.

There was a short discussion that followed by the commission about the duties of a police services assistant. **Chair Fields moved to approve the Police Services Assistant Eligibility List dated January 9, 2019. Commissioner Fleck seconded the motion. The motion carried.**

**Entry Level Police Officer Eligibility List**

Sergeant McClure explained that there were two (2) officers hired from the list (Trevor Mitsui and Logan Macomber) on January 16, 2019. There was a short discussion that followed by the commission about vacancies as well as having a dual oral board process [with two oral boards occurring on the same day]. Chair Fields inquired as to whether or not the hiring dates are synched up with academy start dates. Sergeant McClure responded that they were through the hiring process in December 2018, started on January 16, 2019 and that their BLEA applications were submitted as soon as possible. He confirmed that these individuals were starting at the academy on 3/5/19. There was further short discussion that followed by the Commission about starting dates and BLEA. **Chair Fields made a motion to approve the January 9, 2019 Entry Level Police Officer Eligibility List. Commissioner Fleck seconded the motion. The motion carried.**

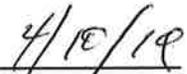
**OTHER**

Sergeant McClure noted that there would likely be a need for a February, 2019 meeting with eligibility lists.

**NEW BUSINESS**

None.

  
\_\_\_\_\_  
Mike Fields, Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mary Ann Hardie, Secretary and Chief Examiner

\_\_\_\_\_  
Date