

**EDMONDS CIVIL SERVICE COMMISSION
MINUTES
CIVIL SERVICE COMMISSION MEETING**

Specially Called Meeting

September 18, 2017

Commissioners present: Chair 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.

There was short discussion that followed by the Commission of the need to appoint a Chair to the commission. Commissioner Norm Davis recommended/nominated Commissioner Mike Fields for the position. Chair Fields seconded the motion. The motion carried.

MINUTES:

Chair Mike Fields made a motion to approve the meeting minutes of April 5, 2017. Commissioner Norm Davis seconded the motion. The motion carried.

CORRESPONDENCE

The commission reviewed the notice stating that Sergeant Alan Hardwick had successfully completed his probationary period effective 8/1/17. The commission extended congratulations to Sergeant Hardwick on the successful completion of his probationary period.

POLICE BUSINESS

Review and Approval of the Entry Level Police Officer Eligibility List

Sergeant McClure stated that the eligibility list had been updated based on two recent sets of oral board interviews. There are four individuals on the list (Fruit, Zelenock, Giammalva, and James) that have been moved forward to the next step of the selection process to include command staff interviews and the polygraph testing process. He also explained there are four official openings at this time in the department, but that he is anticipating there to be at least five.

Sergeant McClure further explained that, due to the competitive recruitment environment, that the City has been having challenges with losing potential candidates to other agencies. In order to streamline the process to ensure the most current pool of applicants, he explained that he had reached out to individuals on the eligibility list (going so far back as to original placements on the list from 2016) to see if some of the earliest placements who had not been able to be moved forward or were not yet moved forward (with the process) desired to remain on the eligibility list.

Chair Fields inquired as to whether the openings were due to retirements. Sergeant McClure affirmed this. Commissioner Davis inquired whether or not this was a normal level of turnover. Sergeant McClure said that, in his experience (in this role in the department), it has not necessarily been the case, but that he anticipates with upcoming retirements to be keeping very busy.

Chair Fields inquired as to how many of the candidates were from out of state. Sergeant McClure stated that he had received a number of calls from out of state from potential out of state applicants. There was further discussion that followed by the Commission about the diversity of the oral board interview panel and the inclusion of other department employees on the panel (including inviting Council to participate). Given the two day commitment (all day) for these interviews, this can be challenging for non-departmental participation in this process.

There was further discussion that followed by the Commission about the oral board interview questions and whether they were from a standardized test database. Sergeant McClure stated that he originates the questions and that these are validated by the Civil Service Secretary & Chief Examiner (Mary Ann Hardie).

Commissioner Davis made a motion to approve the Police Officer Eligibility List dated 9/18/17. Chair Fields seconded the motion. The motion carried.

NEW BUSINESS

None.

OTHER

It was again noted that given scheduling conflicts and the pending appointment of the third member of the Commission by the Mayor, there would likely need to be a specially called meeting for November 2017.

The meeting adjourned at 7:12 p.m.



Chair Mike Fields

11/8/17

Date



Mary Ann Hardie, Secretary and Chief Examiner

11.8.17

Date