



**Civil Service Commission Meeting
152 West Cedar Street**

Minutes of September 6, 2016

A. Roll Call

The meeting was called to order at 8:35 am. Present: Dave Munro, John D'Urso, Cliff Brehan, Bill Dickinson, Susanne Connelly.

B. Approval of Minutes

MOTION to approve the minutes of May 3, 2016 made by John; second by Cliff. **Motion carries.**

C. Unfinished Business: *None.*

D. New Business:

General update: Our last two hires are doing well, the entry level officer has one more month in the academy before starting to work here, when we will be fully staffed. The Chief explained that the Police service dog Chase was leaving and the Halloran Foundation contacted the Department offering to pay for a new service dog. Susanne mentioned the accreditation process will occur on September 23. The Chief said it will be like an audit of the Department using 132 standards, which was not possible in the prior substandard building. He mentioned Sequim has lots of retirees and he wants them to know they are living in a town with a very professional Police Department. As follow-up re Grant Dennis, the Chief mentioned both his L&I and unemployment claims were denied by the State and federal government.

Tentative plan for promotional: Bill explained we have three qualified candidates for Sergeant and we prefer to promote from within whenever we have enough candidates. He stated he plans to retire some time near the first of the year and he has recommended to the City Manager that he appoint Deputy Chief Crain as Chief. The Commissioners complimented Sheri on her work performance and said they felt she was ready and would make an excellent Police Chief.

Susanne read from Section 8 of the Civil Service Rules regarding how the City is to organize a promotional process for the position of Sergeant. The Chief explained how he has contacted some community members and command staff from other jurisdictions to be assessors on the panel. He stated that Deputy Chief Crain will be making the hiring decision. He that explained he asked each of the four Sergeants to develop one of the four assessment exercises, then he and Sheri will review and finalize. Susanne stated she will not be on the assessment panel because she will have the role of coordinating logistics for the entire process on September 23, to save the City the cost of hiring a consultant to put on the process. She handed out a few pages as examples of assessment center schedules, topics assessed and scoring methods last used. Dave stated he has previously served in the role of assessor several times and he likes our process a lot. The Chief stated we want the process to be as impartial as possible by having Sequim community business people as assessors.

In regards to the Chief's upcoming retirement, Cliff stated that Bill has "hit it out of the park" in making sure Sequim had a very professional Police Department. The Chief thanked them for the three very long days earlier this year that they voluntarily served in an appeals hearing.

E. **Next Meeting**

The next meeting date is anticipated to be October 4, 2016.

F. **Adjournment**

The meeting was adjourned at 9:20 a.m.

Respectfully submitted,
Susanne Connelly
Human Resources Director/Commission Secretary
Minutes approved _____.