



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

**Minutes of February 06, 2018**

**A. Roll Call**

Meeting was called to order at 8:30 a.m. In attendance: *Dave Munro, Cliff Brehan, John D'Urso, Chief Sheri Crain, Lajay Gove, Staff Sergeant Sean Madison*

**B. Approval of Minutes**

**MOTION** to approve the minutes of January 9, 2018 made by Cliff Brehan ; second by John D'Urso. **Motion carries.**

**C. Unfinished Business: *None.***

**D. New Business:**

At the last meeting on January 9, 2018, Chief Examiner had Commission Chairman and Vice Chairman sign the newly revised Civil Service Rules and Regulations; however the Vice Chairman's typed name was not correct on the document so new Signatures were obtained at the February 6, 2018 meeting.

The Chief Examiner asked the Commissioners to allow the Entry-Level Police Officer eligibility list to expire on February 14, 2018 according to the Civil Service rules, section nine, 9.03. John D'Urso made the motion and Cliff Brehan second all were in favor. Motioned passed the Entry-Level Police Officer eligibility list certified February 14, 2017 will expire February 14, 2018.

Update on Police hiring – Chief Examiner gave the Commission information on the upcoming Police Specialist position. The exam will be Thursday, February 8 to be held in the community room of the Sequim Civic Center. The oral interviews will be held February 20, also in the community room. The top eight to five candidates will move on to the oral interviews.

Chief Crain updated the Commission on a possible lateral hire. She asked for approval to establish a lateral-entry continuous testing list (CITL) by the Commission – and to go forward with an oral interview scheduled for February 12, 2018 – will need to have the March Civil Service meeting to convert the CITL to a City's Certified Hiring Eligibility Register (CCHER) list and be able to move forward with the additional testing. Dave Munro made the motion, with Cliff Brehan seconding the motion, motion carried. Chief Crain apologized for the fast pace of this process, explaining that we have to move quickly so we don't lose this applicant. Chief Examiner showed a copy of the interview questions to the Commissioners; making sure they had approved them. The Commissioners thought they had approved the questions back in October 2017.

Chief Crain told the Commission that the department has one officer still out on admin leave. She will keep the Commission updated as it goes along.

Dave had a comment from a citizen to share; the citizen had a good to go pass that someone else was using. The citizen had sold a vehicle and left the pass on said vehicle. The vehicle since had been sold again; the citizen has been getting invoiced for tickets from this pass. The citizen reached out to the state about the problem but could not get anywhere. He then reached out to the City's Police Department and Josh Rees, the City's Police Specialist went the extra mile to help this citizen get this sorted out. Josh must have spent a lot of time helping this citizen and he wanted to say thank you for all Josh's help in resolving this issue. Shout out to Josh for all his help.

**E. Next Meeting**

Next meeting date was discussed and will be Wednesday, March 7<sup>th</sup>.

**F. Adjournment**

The meeting was adjourned at 8:45 a.m.

Respectfully submitted,  
Lajay Gove  
Human Resources Analyst/Commission Secretary  
Minutes approved \_\_\_\_\_.