



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

Minutes of March 7, 2018

A. Roll Call

Meeting was called to order at 8:35 a.m. In attendance: *Dave Munro, Cliff Brehan, John D'Urso, Chief Sheri Crain, Lajay Gove, and Staff Sergeant Sean Madison*

B. Approval of Minutes

MOTION to approve the minutes of February 6, 2018 made by Dave Munro; second by John D'Urso. **Motion carries.**

C. Unfinished Business: *None.*

D. New Business:

First order of business was the Certification of the Lateral-entry Police Officer eligibility list. There were two Lateral Police Officers interviewed on February 12, 2018. The department has one opening to fill at this time. Dave made a motion to accept the Lateral-Entry Police Officer eligibility list, all approved, motion carried.

We interviewed eight strong candidates for the Police Specialist position. They needed a passing score of 70 to move forward, that is what the Civil Service rules state. The department will now move forward with the background checks of the 3 candidates on the eligibility list. Dave made a motion to accept the Police Specialist eligibility list, all approved, motion carried.

Sean wants to re-word some of the interview questions for the Lateral-entry Police Officer interviews. He said some of the questions are a little miss-leading; he wants to work on clarifying some of the questions; and also the scoring. He will bring back to the Commission's at a later time.

Sheri said the department is feeling comfortable with the lateral-entry eligibility list. Next month or two she will ask to start the process.

Sheri told the Commission's that the department still had an employee out on administrative leave. And that the Executive Administrative Assistant will be retiring in May. We will need to replace the position and the position is not a civil service position. One of the main functions of the executive admin assistant is running the VIP program, which is very important to the department. Dave said he volunteers and understands we need good coordination to keep the program running strong. Sheri said, we received forty-five applications for the Police Specialist position, so expects we shouldn't have any trouble finding a good candidate for this positon too.

Dave talked about a friend who had a discussion with an officer who may be referred over to the Sequim Police department. Sheri mentioned how the salaries are so different between the areas, doing a ride along would be good to see what we are about, and we are open to all those conversations. If that Police Officer is interested he should call Sean and talk to him. John talked about the differences in prices compared to King County. They discussed the quality of life in Sequim and retiring here; Sheri said the department would love to entertain the idea if they are considering the move. Port Angeles also has an opening coming up on the horizon.

E. Next Meeting

Next meeting date to be determined –

F. Adjournment

The meeting was adjourned at 8:50 a.m.

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

Send copy to Karen.