



**Regular Meeting Minutes
Civil Service Commission
152 West Cedar Street
Sequim, WA 98382**

**November 6, 2018
8:30 a.m.**

- A. Roll Call – Dave Munro, Cliff Brehan, John D’Urso, Chief Crain, Sgt. Madison, Emily Stednick – Civil Service Examiner
- B. Approval of Minutes: October 2, 2018 – motion carried
- C. New Business:
 - 1) General update on Police Department – everything is going well. We have a conditional offer out on our vacant lateral position. We’ve had a long time employee decide to retire, which will happen this week. 2019 budget is looking good to add an additional (20th) officer.
 - 2) Update on hiring outside vendor for background investigations – with three vacancies, there’s a sense of urgency to get moving. Sgt. Madison does a great job, but processing these background checks can be quite time consuming. We’ve decided to contract with Public Safety Testing to complete the majority of the background work. They use retired police officers to do the background checks. We can then take anything a step further as needed. They can run the three backgrounds concurrently so we won’t lose time and can cut timeframe down considerably. The contracted price is reasonable, and with open positions, the cost is more than off-set by the cost of FTE. Dave asked a ball park figure for this. Chief said roughly \$2000-3000.
 - 3) Discussion on Scoring Tool – the oral board found the current scoring system to be a bit awkward as a 7 point scale. For those who are math challenged, 1-7 is tough to measure and it’s easy to unintentionally fail a candidate. We don’t have a proposal right now for a new tool. The interview board members often sit outside the PD, and we don’t have much time to walk them through the process. We’d like to propose a 10 point scale moving forward. Staff will work to create a new tool for Commission approval.
 - 4) Certify Lateral Candidate List – certified, unanimously.

5) Certify Entry-Level Candidate List – board was very pleased with all 4 top candidates, they'd all be good potentials. Panel consisted of Sequim YMCA director Kurt Turner, Sgt. Brian Knutson from County, Rick Larson from Sequim PD. Certified, unanimously.

D. Next Meeting: December 4, 2018, if needed.

E. Adjournment.