



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

**January 8, 2019  
8:30 a.m.**

- A. Roll Call - Dave Munro, John D'Urso, Chief Crain, Sgt. Madison, Emily Stednick – Civil Service Examiner
- B. Approval of Minutes: November 6, 2018 – motion carried
- C. Unfinished Business: Scoring tool is still in the works.
- D. New Business:
  - 1) General update on Police Department – We hired our lateral officer, Carolee Edwards she is currently at CJT equivalency academy in Tacoma as she comes to us from New Mexico. She started with the Sequim PD in mid-December and has training. When she returns, we'll do a swearing in ceremony.
  - 2) We still have two openings, so we're looking at the three background investigations that PST has completed. We've received all three back after 3-4 weeks, which is a fraction of the time that we could have done it in-house and are happy with the results. Their report gets us about 80% there, so Sgt Madison will complete those reports before the next step which would be Chief's interview. We'll also take a last look at the lateral applicant list prior to making offers.
  - 3) One of the entry candidates dropped off, so it's a list of 3. The lateral list is very slim. Hopefully by February we'll know our direction forward.
  - 4) Dave extended kudos to VIPS who have done a fabulous job, paying attention to audio and visual clues for vacation checks, etc. in his neighborhood group of HOAs. Chief responded that we have a great VIPS group – nearly 30 volunteers and all training is from a retired sergeant from California. Our volunteer manager is a retired dispatcher from California.
- E. Next Meeting: February 5, 2019.
- F. Meeting Adjourned – 8:40am