



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

**January 5, 2021
8:30 a.m.**

- 1) Roll Call – Cliff Brehan, John D’Urso, Deb Palmer
Staff – Chief Sheri Crain, Sergeant Sean Madison, Civil Service Examiner Emily Stednick
- 2) Approval of Minutes: October 6, 2020, passed.
- 3) Unfinished Business: None.
- 4) New Business:
 - a) Welcome New Commissioner, Deb Palmer. Deb has extensive service in the public sector, working for the Department of Natural Resources in Forks, volunteering for Forks Fire Dept, now living in Sequim and working in HR with Jefferson Transit, and volunteering with CERT through FD3.
 - b) Civil Service Conference Report – was held virtually this year. Staff attended.
 - c) Recruitment and Selection in 2021 – Deputy Chief, Sergeant and Officer processes
 - i) Sean Madison is retiring at the end of March. This creates a series of domino effects for recruitment and selection within the department. We plan to promote one of the Sergeants to Deputy Chief, and then backfill a Sergeant with an Officer, and then recruit a new Patrol Officer.
 - ii) The City is under agreement with Public Safety Testing to help with assessment centers. They will begin with a workshop/orientation in January for interested Sergeants, and then the assessment center will be held in February. These meetings will all be done virtually.
 - iii) The selected Deputy Chief will then build the Sergeant selection process with PST, and finally the Officer selection.
 - iv) We plan to do a thorough recruitment process – marketing videos/social media to get word out for Officer hire.
 - v) We have also recently received notice that a second Sergeant plans to retire later in the year. We can potentially use the same list for this process.
 - vi) Sgt. Madison walked through our background check process with the Commissioners.

- d) Union Contract Negotiations in 2021 – Existing Officer and Sergeant contracts extended in 2020, mutually agreed with union to extend into 2021 with a COLA increase. These contracts will be negotiated in 2021.
- 5) Next Meeting: February 2, 2021, if needed.
- 6) Adjournment