

**CITY OF MUKILTEO, WASHINGTON**  
**CIVIL SERVICE COMMISSION MEETING MINUTES**

**November 17, 2011**

**City Hall – 11930 Cyrus Way**

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**CALL TO ORDER**

The Meeting was called to order at 6:00 P.M. by Commissioner Jarboe.

**ATTENDANCE**

Present:, Commissioners Jarboe and Throckmorton, Assistant Fire Chief McMahan and Secretary/Chief Examiner Engdahl. Commissioners Rand – arrived after all business was completed.

**BUSINESS AND  
ACTION ITEMS**

**1. Approval of Minutes of February 17, 2011 (AB2011-02)**

Motion: To approve the Minutes of February 17, 2011 as presented.  
Motion By: Rand  
Seconded By: Throckmorton  
Action: PASS 2-0  
Vote: Ayes: Jarboe, Throckmorton  
Nays:

**2. Proposed Changes to Civil Service Rules (AB2011-01)**

Assistant Fire Chief McMahan spoke about seven changes in four sections of the Civil Service Rules.

Motion: To approve the following changes to the Civil Service Rules:  
Rule VII, Section 3, Paragraphs c, g, h, and j:  
c – add after “when hired obtain and maintain . . .”  
g – to now read: “The following classes shall be required prior to application for promotion: Incident Safety Officer (16 hours), Tactics (32 hours), Supervision (32 hours), Leadership (32 hours), Building Construction (32 hours), Fire Service Instructor I (32 hours), Hazardous Materials Incident Command and NIMS 100 and 200. No less than four years experience with an agency or organization providing emergency fire protection services (for Captain position or higher only).”  
h – change should to “shall” and capitalize “Certification”.  
j – add words after “are required to have and maintain . . .”

Rule VIII, Section 5 – add ability to use assessment center method as previously discussed with the Commission (same passing requirements as other testing procedures).

Rule IX, Section 2 changes the initial eligibility list from 6 months to one year and still allows for two additional 6 month extensions.

Rule X, Section 1, line 3 remove “shall” and change word following to “requisition”. Paragraph b – add after “examiner (law enforcement only).

Motion By: Jarboe  
Seconded By: Throckmorton  
Action: PASS 2-0  
Vote: Ayes: Jarboe, Throckmorton  
Nays:

**ADJOURNMENT**          The Meeting adjourned at 6:37 P.M.

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These minutes are excerpts from the Civil Service Commission proceedings.

Prepared by:

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Shirley Engdahl, Secretary/Examiner  
Civil Service Commission