



CIVIL SERVICE COMMISSION

Meeting Minutes

City Hall, 11930 Cyrus Way

September 18, 2013– 6:00 PM

Commission Members Present:	Jim Rand, Chair <input checked="" type="checkbox"/> Jeff Bohnet <input checked="" type="checkbox"/> Steve Throckmorton	Guests: Joe Hannan, Mukilteo City Administrator Mike Springer, Fire Chief Rex Caldwell, Police Chief Cheol Kang, Public Safety Officer
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Agenda Items	Comments & Discussion	Action/Follow-up
Call to Order	Jeff Bohnet, Acting Commission Chair called the meeting to order at 6:09pm.	
Minutes	The minutes of the previous meeting were not available.	
Business & Action Items	<p><u>Approval of Police Officer Eligibility List</u> – Rex Caldwell</p> <p>Police Department has 3 different lists:</p> <ol style="list-style-type: none"> 1. New Hire List 2. Certified Entry Police Officer with Academy “Exceptional” List 3. Certified Lateral Police Officer <p>Requesting motion to approve Andrew Jones as an “exceptional” appointment. Discussion about need for each list and how each has a separate process for testing and oral boards. Same questions used consistently for each list. Certified lateral police officer list is ongoing with oral boards as needed or as candidates are identified. Hannan offered to ask PST to participate in lateral or exceptional testing. These lists should be added to Civil Service Rules and Revisions. Motion made (Throckmorton) to certify list and seconded (Bohnet). Motion carried unanimously.</p>	
New Business	<ol style="list-style-type: none"> 1. <u>Fire Department Firefighter (FF) and Paramedic/Firefighter (PFF)</u> - Mike Springer <p>FD has 7-8 current FF/PFF being interviewed by Fire District #1 and need to begin the process of establishing FF and PFF lists. Discussion of process recommended by Chief Springer. Further discussion about how long a certified list is good for, either 6 months or 1 year. Rule IX: “list may remain in affect 6 months and may be extended by action of the Commission for additional periods of six months up to a total extension of not more than two additional years.” PFF must have paramedic certification, FF1 certification, and at least 150 continuing ed hours over 3 years; FF must have a FF1 certificate. Secretary determines if candidates are qualified. Chief Springer wants to have PFF candidates have a practicum and oral board, attended by the physician whose license MFD works under. Testing must be completed by November, as</p>	FD will establish a FF and PFF list for certification by CS Commission.

	<p>that is the potential time our FF will depart for FD1.</p> <p>2. <u>Civil Service Rules and Regulations Revision</u> – Joe Hannan</p> <p>Discussion that attorney Karen Sutherland (Ogden Murphy Wallace) was reviewing the CS rules and will provide recommended revisions to Commission at the next meeting.</p> <p>3. <u>Civil Service Secretary Appointment</u> – Joe Hannan</p> <p>New hire for Executive Assistant that will be nominated to be Civil Service Secretary/Chief Examiner at the next meeting.</p>	<p>Hannan to provide Rules and Regulations revision to Commissioners at the next meeting.</p> <p>City to nominate new CS Secretary</p>
Reports & Communications	<p>1. <u>Civil Service Training in Yakima</u> – Joe Hannan</p> <p>Joe will provide information to Jeff and Steve about CS training in Yakima; City will pay for travel, lodging, meals and registration.</p> <p>2. <u>Next meeting</u> – in 2-4 weeks</p>	<p>Hannan to provide more information to Commissioners about CS training in Yakima later in 2013.</p>
Adjourn	Jeff Bohnet adjourned the meeting at 7:23pm.	

Respectfully submitted,

Nancy Passovoy
Secretary/Chief Examiner
2/06/2014

Civil Service Minutes

September 18, 2013

Present:

Joe Hannan – City Administrator

Jeff Bohnet, Commissioner

Steve Throckmorton, Commissioner

Rand (by phone)

Rex Caldwell, Police Chief

Mike Springer, Fire Chief

Cheol Kang, Crime Prevention Officer

Call to Order: 609pm by Jeff Bohnet

Minutes: Hannan did not have them

Agenda

Business:

Approval of Police Officer Eligibility List – Rex Caldwell

3 lists

New Hire List – test through PST, oral board, combined score, list then brought to Commission

List 3/13/13 expired last week. Want to create new list.

Certified Entry Police Officer with Academy “Exceptional” List – less than 2 years’ service or completed Academy. No PST

Certified Lateral Police Officer – 2 years experience, recently certified by RCW as peace officers or coming out of state (reciprocity with WA). No PST. We do continuous testing, oral boards as needed with Chief and Commander Macklin. 3rd list a good option to snag good people when you find them.

Tonight asking to approve list including only Andrew Jones as an “exception” appointment.

Discussion: Joe Hannan: need to put these 3 lists in the CS rules. 4 PD and 1FD employee should be moved into CS and that is being done now. Bohnet: Are the questions asked the same for each oral board, is there consistency? Rex: yes the same test everytime. [Joe lied about where the PD employee/oral board files are.] We could hire PST to test for these lateral or exceptional positions. List from PST to chiefs; examiner should verify qualifications. Kang: PST has an annual agency meeting (with cities, counties, etc.) to go over testing materials, questions, etc. Test questions: different questions for entry vs. experienced, those are set and are the ones that we use for each candidate. Panels: have representation from surrounding PDs to participate. Bohnet: we don’t want to be a road block to doing what is right. Think what you’re doing is fine. If the rules are not correct, we need to change them.

Steve: make a motion to accept the list as presented by PD. Seconded by Bohnet. Passed unanimously.

Joe.....

Certification of Firefighter list – Mike Springer

Want to establish both a FF and PFF list. Last list was feb 2011. Been without a list. Had not had a change in personnel. Good for 1 year (Rex: listed as 6 months in one place 1 year on another). Same process for FF as for PFF. Have 7-8 of our FD members want to be lateral transfers to FD #1, which has been lobbying to have MFD contract with them. FF have to have FF1 Certification: PFF must have certification from WA or National certification and perform 150 hours continuing education over 3 years. Our FF are also EMT-B and provide certification during application process. PFF must be employed by a FD to have their FF1 and Paramedic certification. Up to the Secretary to determine if an applicant is qualified. Past: oral interviewed 8-10 in one day. Have other FD come in, have standard questions asked to each applicant. Raters score and candidate must have minimum of 70%. PFF: another way to look at oral interview: our physician whose license we operate under can come in and interview the PM as well and place extra criteria on that candidate. Mock scenario/practical and rated. Combination of scores from practical test and oral board then come back to you for validation of list. Our FF going to FD1 timing is about November. Hannan: Lots of other agencies use PST or other 3rd party testing agency to make sure tests are valid, etc. We are 14-15% below FD1 in salary. Bohnet: important to have a continuous list in order to respond quickly. If we can respond within a month, then we’ve done our job. Rex: we call PST to get top scorers,

that's how we respond quickly. Mike: County MD will not allow us to have a continuous list because of the certification issues with a PFF. Steve: pay issue significant. Joe explains the role of CSC and the future of HR in Mukilteo.

Hannan: Want to revise CS rules.

New Business:

CS Secretary appointment

Next meeting date: next 2-4 weeks.

CS Training in Yakima; City pays for transportation, meals, hotel, etc. Bohnet interested in going.

Old Business:

None

Adjournment

Motion to adjourn (Throckmorton), seconded (Bohnet). Unanimous.

7:23pm by Bohnet

