



# CIVIL SERVICE COMMISSION

## Meeting Minutes

### City Hall, 11930 Cyrus Way

### January 15, 2014 – 7:00 PM

<b>Commission Members Present:</b>	<input checked="" type="checkbox"/> Jim Rand, Chair <input checked="" type="checkbox"/> Jeff Bohnet <input checked="" type="checkbox"/> Steve Throckmorton	<b>Guests:</b> Scott Snyder, Ogden Murphy Wallace Acting City Administrator Rex Caldwell Fire Chief Mike Springer Nancy Passovoy
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Agenda Items	Comments & Discussion	Action/Follow-up
<b>Call to Order</b>	Mukilteo Civil Service Commission Chair Jim Rand called the meeting to order at 7:00pm, followed by the Flag Salute. All Commission members were present.	
<b>Minutes</b>	There were no minutes of the previous meeting held on September 18, 2013. Rex Caldwell believes the meeting was recorded and the tapes can be located.	Rex/Nancy to locate the tapes and Nancy to transcribe the minutes from the 9/18/13 meeting.
<b>Business &amp; Action Items</b>	1. <i>Selection of Nancy Passovoy as Civil Service Secretary/Chief Examiner.</i> There was a short discussion of the duties of the Civil Service Secretary per Rule IV and a motion was made by Steve Throckmorton to appoint Nancy Passovoy Civil Service Secretary/Chief Examiner and seconded by Jeff Bohnet; the motion passed unanimously.	
<b>New Business</b>	1. <i>Hiring process of 2 Lateral Paramedic/Firefighters.</i> Nancy led the discussion to describe the process taking place prior to Nancy being appointed Civil Service Commission Secretary/Chief Examiner and outside Civil Service approval. There was additional discussion that the position posting language did not follow the qualifications per Rule VII, Section 3. The Commission determined that any scoring from the application review process would not carry over to the assessment/oral board scheduled for January 29 and that a second round of testing would need to be completed as soon as practicable to ensure that each qualified applicant had an opportunity to be tested. Jeff Bohnet made a motion to approve the process up to this point to develop an eligibility list	Nancy to schedule second round of testing by contacting Dr. Campbell and 2 outside paramedic testers.

	<p>based on the testing scheduled for January 29 and a future date. Steve Throckmorton seconded: motion passed unanimously.</p> <p>2. <i>Civil Service Rules Revision</i>: Scott Snyder led a discussion of potential revisions to the Civil Service Rules. Rex described the email exchanges last fall between former City Administrator Joe Hannan and attorney Karen Sutherland (Ogden Murphy Wallace) of possible revisions; no action resulted from those communications. The group suggested that Scott take over the responsibility of reviewing the Rules and suggesting revisions, which would then be submitted to the bargaining units for input prior to bringing back to the Civil Service Commission for their review. Steve Throckmorton made a motion that Scott Snyder review Civil Service Rules and bring back to the Civil Service Commission for review and approval, in particular to add a new Section 4 that deals specifically with Firefighter/Paramedic qualifications. The motion was seconded by Jeff Bohnet and passed unanimously.</p>	<p>Scott Snyder will begin to review the emails from Karen Sutherland and take over the task of revising the Civil Service Rules.</p> <p>Another Civil Service Commission meeting will be convened after both tested rounds are completed.</p>
<b>Reports &amp; Communications</b>	<p>1. <i>Lateral Firefighter Positions</i>: Chief Mike Springer updated the Commission with the news that 2 Mukilteo firefighters have interviewed with Fire District 1 and will potentially be leaving within 30 days. There may be an urgent need to establish a Firefighter list and begin a new hiring process. The discussion was tabled until the next meeting.</p>	
<b>Adjourn</b>	Chair Jim Rand adjourned the meeting at 8:02pm.	

Respectfully submitted,

Nancy Passovoy  
Secretary/Chief Examiner  
2/06/2014