



CIVIL SERVICE COMMISSION

Meeting Minutes

City Hall, 11930 Cyrus Way

February 6, 2014 – 7:00 PM

Commission Members Present: <input checked="" type="checkbox"/> Jim Rand, Chair <input checked="" type="checkbox"/> Jeff Bohnet Steve Throckmorton <input checked="" type="checkbox"/> Nancy Passovoy, Civil Service Secretary/ Chief Examiner	Guests Present: Rex Caldwell, Interim City Administrator Mike Springer, Fire Chief Brian McMahan, Ass't Fire Chief Scott Snyder, Odgen Murphy Wallace	Guests Present: Mike Yoakum, President Mukilteo IAFF #3482 Captain Troy Elmore, MFD Jeff Shields, MFD Tyler Trowbridge MFD
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Agenda Items	Actions & Discussion
Call to Order	Civil Service Commission Chair Jim Rand called the meeting to order at 7:03pm.
Minutes	<p>Minutes of the January 15, 2014 meeting were read by Secretary Nancy Passovoy.</p> <p><u>Motion:</u> To accept the Minutes as read <u>Motion by:</u> Bohnet <u>Seconded by:</u> Rand <u>Action:</u> PASS 2-0 <u>Vote:</u> Unanimous</p> <hr/> <p>Minutes of the September 18, 2013 meeting were read by Secretary Nancy Passovoy.</p> <p><u>Motion:</u> To accept the Minutes as read <u>Motion by:</u> Bohnet <u>Seconded by:</u> Rand <u>Action:</u> PASS 2-0 <u>Vote:</u> Unanimous</p>
Business & Action Items	<ol style="list-style-type: none"> 1. Timelines for submitting Agenda items to the Secretary: no later than 7 days prior to the scheduled meeting with no exceptions.
New Business	<ol style="list-style-type: none"> 1. Establishing a Lateral Firefighter List (Mike Springer) Fire Chief Springer explained that an additional 2 firefighters had been recruited by Fire District #1 and would be resigning, bringing the total so far to 3 firefighters and 1 paramedic going to FD #1. <u>Motion:</u> To establish a process to recruit, examine and prepare a lateral firefighter list to bring before the Mukilteo Civil Service for certification. <u>Motion by:</u> Bohnet <u>Seconded by:</u> Rand <u>Action:</u> PASS 2-0 <u>Vote:</u> Unanimous 2. Initial Review of Current Mukilteo Civil Service Rules and Regulations (Scott Snyder) Scott Snyder reviewed his recommended revisions (Attachment 1) to the Civil Service Rules; discussion followed. A second review and additional revisions from both the Fire and Police Departments will be on the next meeting's agenda. 3. Police/Fire support employees hired as "Exempted" in error (Nancy Passovoy) Discussion followed for the process of bringing in 4 Police and 1 Fire support personnel into Civil Service, including the need to draft an MOU for the 2 bargaining units involved. Scott Snyder to draft language. It was suggested that the Fire Marshal be removed and Assistant Fire Chief

	<p>added to the “excepted list”. Commission Bohnet requested that Scott Snyder provide the RCW statute for exempted employees from Civil Service.</p> <p>4. Previous Civil Service Rule Changes (Brian McMahan)</p> <p>AC Brian McMahan stated that there had been some Rule changes in 2011 that had not been added to the current Rules. Discussion delayed until next scheduled meeting.</p>
Old Business	<p>1. Certification of Lateral Firefighter/Paramedic Eligibility List</p> <p>Secretary Nancy Passovoy explained the examination and preparation of a firefighter/paramedic eligibility list (Attachment 2).</p> <p><u>Motion:</u> To certify the Lateral Firefighter/Paramedic list</p> <p><u>Motion by:</u> Bohnet</p> <p><u>Seconded by:</u> Rand</p> <p><u>Action:</u> PASS 2-0</p> <p><u>Vote:</u> Unanimous</p>
Reports & Communications	<p>1. None.</p>
Adjourn	<p>Chair Jim Rand adjourned the meeting at 8:40pm.</p>

Note: These minutes are excerpts from the Civil Service Commission proceedings.

Respectfully submitted,

Nancy Passovoy
Civil Service Secretary/Chief Examiner