



CIVIL SERVICE COMMISSION

Meeting Minutes

City Hall, 11930 Cyrus Way

6:00PM - April 23, 2015

Commission Members Present: <input checked="" type="checkbox"/> Jim Rand, Chair <input checked="" type="checkbox"/> Jeff Bohnet <input checked="" type="checkbox"/> Steve Throckmorton <input checked="" type="checkbox"/> Nancy Passovoy, Civil Service Secretary/ Chief Examiner	Guests present: Julie Good, HR Manager Rex Caldwell, Police Chief Chris Alexander, Fire Chief Chris Phillips, Management Services Director
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Agenda Items	Actions & Discussion
Call to Order	Civil Service Commission Chair Jim Rand called the meeting to order at 6:00pm, followed by the Flag Salute and Roll Call.
Minutes	<p>The minutes from December 11, 2014 were reviewed.</p> <p><u>Motion:</u> To approve the minutes as written. <u>Motion by:</u> Throckmorton <u>Seconded by:</u> Bohnet <u>Action:</u> PASS 3-0 <u>Vote:</u> Unanimous</p> <p>The minutes from March 6, 2015 were reviewed.</p> <p><u>Motion:</u> To approve the minutes as written. <u>Motion by:</u> Throckmorton <u>Seconded by:</u> Bohnet <u>Action:</u> PASS 3-0 <u>Vote:</u> Unanimous</p>
New Business	<p>1. Certification of a Lateral Firefighter/Paramedic Eligibility List</p> <p>Secretary Passovoy explained the recent paramedic testing process and requested the Commission certify the list of six (6) firefighter/paramedic applicants.</p> <p><u>Motion:</u> To certify a new Lateral Firefighter/Paramedic Eligibility List <u>Motion by:</u> Bohnet <u>Seconded by:</u> Throckmorton <u>Action:</u> PASS 3-0 <u>Vote:</u> Unanimous</p> <p>2. Certification of a Community Service Officer – Ranger Eligibility List</p> <p>Police Chief Caldwell and Secretary Passovoy described the testing process for this new Civil Service position, and requested the Commission certify the list of 18 applicants for 2 FTEs.</p> <p><u>Motion:</u> To certify a new Community Service Officer - Ranger Eligibility List <u>Motion by:</u> Throckmorton <u>Seconded by:</u> Bohnet <u>Action:</u> PASS 3-0 <u>Vote:</u> Unanimous</p> <p>3. Extension of current Lateral Firefighter Eligibility List</p>

	<p>With Chief Alexander's approval, the Commission was requested to extend the current Lateral Firefighter list another 6 months; this list was originally certified on April 18, 2014 and first extended October 2014.</p> <p><u>Motion:</u> To extend the current Lateral Firefighter Eligibility List to October 22, 2015. <u>Motion by:</u> Bohnet <u>Seconded by:</u> Throckmorton <u>Action:</u> PASS 3-0 <u>Vote:</u> Unanimous</p> <p>4. Future Revisions of Mukilteo Civil Service Commission Rules & Regulations Secretary Passovoy brought to the Commissioner's attention that the new Community Service Officer – Ranger position is a "Classified" Civil Service Position and the Rules should be reviewed to ensure the testing process for all classified positions is defined.</p> <p>5. Status of Fire Marshal Contract Fire Chief Alexander discussed the current Fire Marshal contract and future plans for that position.</p> <p>6. Appointment of Julie Good as Civil Service Secretary/Chief Examiner MSD Phillips explained the City's request to place Civil Service within the HR Department for efficient hiring and recruiting.</p> <p><u>Motion:</u> To appoint Julie Good as Civil Service Secretary/Chief Examiner <u>Motion by:</u> Throckmorton <u>Seconded by:</u> Bohnet <u>Action:</u> PASS 3-0 <u>Vote:</u> Unanimous</p>
Old Business – List Updates	<p>1. Status of hiring process for Lateral and Exceptional Police Officer Lists This process has been delayed until the appointment of Julie as Chief Examiner.</p> <p>2. Decision to allow Entry Police Officer List Expire Chief Caldwell has determined to allow the Entry Police Officer Eligibility List expire; he does not plan to hire entry-level officers for the foreseeable future.</p>
Reports/Communications	None.
Adjourn	Meeting was adjourned at 6:33pm.

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

Respectfully submitted,

DRAFT

Nancy Passovoy
Executive Assistant