

**KALAMA CIVIL SERVICE COMMISSION
REGULAR MEETING
SEPTEMBER 17, 2013**

1. CALL TO ORDER

Chairperson Larry Rosson called the meeting to order at 5:30 p.m., September 17, 2013. Commissioner Peggy Brindle, Commissioner Don Mathison and Secretary/Examiner Sue Seay were present. Police Chief Randy Gibson was also in attendance.

2. APPROVAL OF MINUTES

Commissioner Don Mathison moved to approve the minutes of the December 17, 2012 meeting. Commissioner Peggy Brindle seconded and the minutes were approved.

3. OLD BUSINESS

None.

4. NEW BUSINESS

Police Chief Randy Gibson informed the Commission a year or so ago he had identified one of the main needs of the department was to have a full time police clerk. Duties such as the Evidence Room could be handled by the clerk. Currently the Evidence Room tasks are handled by an officer, which consumes 15%-20% of the officer's time. In addition, having someone available in the front office full time would improve the public's perception of police protection. Despite the fact the front office is currently covered 20 hours per week, the Chief hears comments like "you're never there." The City's financial picture has improved slightly, so making the police clerk position full time is one issue being considered.

The Chief asked for the Commission's clarification of the rules as to whether or not the police clerk would be under Civil Service. Due to the size of the department, the clerk is under Civil Service. The position would need to be advertised and the applicants would need to be tested. The top three names would then be provided to the Chief for interviews. Chairman Rosson indicated the Chief had the ability to make a temporary appointment without any Commission approval required. The Commission supported the decision to make the police clerk position full time. Chairman Rosson indicated a position description would need to be written and approved.

**KALAMA CIVIL SERVICE COMMISSION
REGULAR MEETING
SEPTEMBER 17, 2013**

There was discussion regarding the wording of the Kalama Civil Service Rules and the RCW regarding Civil Service. The first section indicates that Civil Service applies to all full time employees of the Police Department. Later the rules use the term "officer" which led to discussion regarding the applicability of the rules to the police clerk position. The question was if the police clerk is required to test under the rules, is the clerk protected by the rest of the rules. The secretary/examiner will check with the attorney regarding this question.

The Chief will provide a position description to the Commission. In addition, he will begin drafting possible questions to be included in the testing.

5. CORRESPONDENCE

None.

6. OTHER

None.

7. NEXT MEETING

The next meeting of the Kalama Civil Service Commission is tentatively set for Tuesday, October 15, 2013.

8. ADJOURNMENT

Chairperson Rosson adjourned the meeting at approximately 6:30 p.m. These minutes are not verbatim. A copy of the tape can be made available for listening upon request.

Larry Rosson, Chairman

Sue Seay, Secretary/Examiner