

KALAMA CIVIL SERVICE COMMISSION

*Larry R. Rosson, Chairman
Gary C. Finley, Commissioner
Don Mathison, Commissioner
Sue Seay, Secretary/Examiner*

REGULAR MEETING AGENDA

- CALL TO ORDER:** February 23, 2017
- APPROVAL OF MINUTES:** October 26, 2016
- OLD BUSINESS:**
- NEW BUSINESS:** Process for Entry-Level and Continuous Testing
- Woodland has language that reserves with 24 Months with Woodland can apply as lateral
- Discretion to End Lateral Probation After 6 Months (RCW only requires 3-6 months)
- Department Plans, eg, timeline for Prothman, Additional Staff Needs
- CORRESPONDENCE:** Civil Service Commission Conference – 9/18-9/19, Yakima; (9/18 is Public Safety Testing Business Meeting and Basic Training for Civil Service)
- OTHER:**
- NEXT MEETING:** March 23, 2017
- ADJOURNMENT:**

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REGULAR MEETING
February 23, 2017**

1. CALL TO ORDER

Chairperson Larry Rosson called the meeting to order at 5:30 p.m. Commissioner Gary Finley, Commissioner Don Mathison, and Secretary Sue Seay were present. Also in attendance were City Administrator Adam Smee, Acting Police Chief Steve Parker, and Police Clerk Krystall Collins.

2. APPROVAL OF MINUTES

Commissioner Mathison moved to approve the minutes of the October 26, 2016 meeting. Commissioner Finley seconded and the minutes were approved.

3. OLD BUSINESS

None.

4. NEW BUSINESS

Entry-Level Candidates - Chairperson Rosson asked Secretary Seay to give a brief outline of the process followed for the oral boards conducted last fall. After doing so, Acting Chief Parker was asked if he was interested in adding additional names and whether he had contacted the individuals on the current entry-level list. The Acting Chief was given a copy of the list. After some discussion, it was decided the applicants on the current list would be contacted and then it would be determined if additional names would be needed.

Ability of Reserves to Apply as Laterals - The Police Department indicated that the Woodland Police Department allows reserves who have served 24 continuous month to apply as lateral applicants. The benefit to this is the Department would be dealing with a known quantity. These applicants would still go through the academy and would have a Field Training Officer, but it would allow the City an opportunity to weed out potentially problem employees. Chairman Rosson indicated if the Police Department wanted any rule changes, it should draft up the language and have it reviewed by the City Attorney.

Reduce Lateral Probation Period – Acting Chief Parker indicated that by reducing the length of the probation reduced the window of uncertainty. When a new relocates, sells previous home, and enrolls children in Kalama schools, they have a year probation hanging over their head during which time they can be terminated. It was the department's desire to have the option to reduce the length of time on a case-by-case basis. There was discussion during which the Commissioners stressed the need to be fair to all and not give preferential treatment. Language stating there would be a minimum of a 6-month probation, with a maximum of 12 months, subject to review by the Chief was suggested. Chairman Rosson indicated the wording would need to be looked at by the City Attorney.

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Police Chief, Police Officers, Police Station - City Administrator Smee informed the Commission the City is working with the Prothman Company to recruit the next Police Chief. Prothman typically has a timeframe of about five months. When a police department has fewer than six commissioned officers including the police chief, all full-time staff of the department is subject to Civil Service. When a department has six or more including the chief, it can exempt the chief from Civil Service. Officer Justin Taylor has given notice and his last day of employment with the City will be March 11.

City Administrator Smee also provided information on the site under consideration for the new police station. The property is owned by the City. There may be a public hearing once the location is finalized.

5. CORRESPONDENCE

It was pointed out the Annual Civil Service Conference is this September. Public Safety Testing also conducts its annual business meeting prior to the conference. It may be beneficial to attend, since the City is fairly new to using Public Safety Testing and would appreciate information on how other cities are handling their applicant and eligibility lists.

6. OTHER

Chairman Rosson indicated the Commission appreciates the work of the Police Department and is here to help with any issues or concerns they may have.

7. ADJOURNMENT

Chairperson Rosson adjourned the meeting at approximately 6:30 p.m. These minutes are not verbatim.

Larry Rosson, Chairman

Sue Seay, Secretary