

KALAMA CIVIL SERVICE COMMISSION

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

REGULAR MEETING AGENDA

- CALL TO ORDER:** April 27, 2017
- APPROVAL OF MINUTES:** February 23, 2017
- OLD BUSINESS:** Update on Prothman – Police Chief Search
- NEW BUSINESS:** Set up new Oral Board for New Entry-Level List – Have reduced current list to less than 3 names.
- CORRESPONDENCE:** Civil Service Commission Conference – 9/18-9/19, Yakima; (9/18 is Public Safety Testing Business Meeting and Basic Training for Civil Service) – *Would like to send Krystall Collins and train her to be the new Civil Service Secretary.*
- OTHER:**
- NEXT MEETING:** May 25, 2017
- ADJOURNMENT:**

**KALAMA CIVIL SERVICE COMMISSION
REGULAR MEETING
April 27, 2017**

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

Commissioner Mathison moved to approve the minutes of the February 23, 2017 meeting. Commissioner Finley seconded and the minutes were approved.

3. OLD BUSINESS

City Administrator Smee informed the Commission that Prothman Company received 13 applications for the Chief of Police position. 7 of the 13 were interviewed by Prothman. On April 24th, himself and Mayor Pete Poulsen met with Prothman for a work session and narrowed the candidates down to 4. An open house will be held May 17, 2017 for the community to do a meet and greet of the candidates. The hiring process will be the same as the previous hiring process; 2 different panels interviewing each candidate. It was also noted that possibly the Police Clerk Krystall Collins could give tours around town to the candidates. Currently candidates were local all the way to Florida. Names won't be released until after the upcoming City Council Meeting May 3, 2017.

4. NEW BUSINESS

Acting Police Chief Steve Parker indicated that the current Entry Level List is down to 1, as an applicant hasn't returned phone calls or emails, while another's background checks didn't clear. Acting Police Chief Parker is requesting a new list be created. He asked the Commission for permission to remove the applicants from Public Safety testing that had currently qualified for the previous Oral Boards and didn't show up or communicate. It was agreed that those Applicants should be removed and a new list to be created. Oral Boards would try to be organized and set up for the week of May 15th. This would give time to create a list to be certified by the next Civil Service Meeting. City Administrator Smee stated timing would be good for an Entry Level position to be through the academy etc by the time McMenamens opens.

5. CORRESPONDENCE

Clerk Treasure Coni McMaster requested that Police Clerk/Civil Service Secretary Krystall Collins be sent to the Annual Civil Service Conference in Yakima since she

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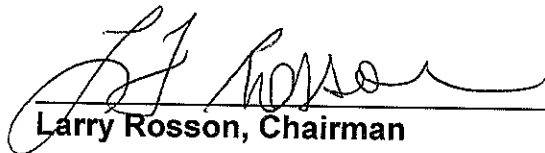
is new to this position. Commission Mathison said that the conference is very informative and would be a good thing to attend.

6. OTHER

None

7. ADJOURNMENT

Commission Mathison adjourned the meeting at approximately 5:55 p.m. These minutes are not verbatim.



Larry Rosson, Chairman



Krystal Collins, Secretary