

**EDMONDS CIVIL SERVICE COMMISSION
MINUTES
CIVIL SERVICE COMMISSION MEETING**

Regularly Called Meeting

June 1, 2016

Commissioners present: H. Scott McEwen, Chair
Mike Fields
Norm Davis

Others present: Professional Standards Sergeant Josh McClure
Secretary & Chief Examiner Mary Ann Hardie

CALL TO ORDER

Chair Scott McEwen called the meeting to order at 7:00 pm.

MINUTES: May 4, 2016

Commissioner Fields made a motion to approve the meeting minutes of May 4, 2016. Commissioner McEwen seconded the motion. The motion carried.

CORRESPONDENCE

- Successful completion of probation on 5/7/16 – Officer Dietrich Borst
- Successful completion of probation on 5/7/16 – Officer Nicholas Haughian

Sergeant McClure advised Officers Borst and Haughian successfully completed their one-year probation that began upon graduation from the police academy. He relayed Chief Compaan's recommendation they be moved from second class officer to first class officer.

- Successful completion of probation on 5/7/16 – Corporal Mark Froland

Sergeant McClure advised upon promotion to the rank of corporal, there is a one-year probationary period. He relayed Chief Compaan's recommendation that Corporal Froland be removed from probationary status as he has satisfactorily completed his probationary period.

On behalf of the Commission, Chair McEwen congratulated the three for completing their probationary periods. In response to questions, Sergeant McClure described the field training program for entry level officers, assignment to field training officers (FTO), FTO evaluation and scores required prior to assignment to solo patrol, required annual officer training hours, opportunity to apply for additional training, annual evaluations, the department's training budget, and minimum nighttime staffing.

POLICE BUSINESS

Review and Approval of Senior Animal Control/Ordinance Enforcement Officer Eligibility List

In response to a question, Sergeant McClure advised the department is currently staffed with one animal control officer; Senior Animal Control Officer Debbie Dawson retired recently. The senior animal control officer position was posted and 15-16 applications were received. Following review, six applicants met the criteria and were invited to interview; two candidates dropped out and four candidates were interviewed. One candidate did not attain a score above 70% overall and was not included on the list. Subsequent to initial testing, the top candidate has been unresponsive to multiple contacts so has been removed from the list. The remaining two candidates are Tabatha Shoemake, Edmonds' current animal control officer, and Scott Eatchel, an animal control officer in Federal Way. Ms. Shoemake is scheduled for a skills assessment and command staff oral board on June 7; the Federal Way officer will be scheduled on an alternate date.

- In response to questions, Sergeant McClure said most of the candidates were disqualified due to having no animal control experience. If the existing animal control officer is promoted to senior animal control officer, the department will post the animal control officer position. He described the two candidates' extensive animal control experience and the animal control officers' other duties that include ordinance enforcement, parking enforcement and criminal investigations related to animal cruelty.

Chair McEwen made a motion to approve the Senior Animal Control/Ordinance Enforcement Officer Eligibility List dated June 1, 2016. Commissioner Davis seconded the motion. The motion carried.

NEW BUSINESS

None.

OTHER

The meeting adjourned at 7:19 p.m.

 H. Scott McEwen, Chair	<i>Mike Fields</i>	<i>8/17/16</i> Date
 Mary Ann Hardie, Secretary and Chief Examiner		<i>8.17.16</i> Date