

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

Regularly Called Meeting

March 1, 2017

Commissioners present: H. Scott McEwen
 Mike Fields

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

CALL TO ORDER

Chair H. Scott McEwen called the meeting to order at 7:02 pm. Commissioner Davis was unable to attend the meeting.

MINUTES:

Commissioner Mike Fields made a motion to approve the meeting minutes of February 8, 2017 with a correction to the CALL TO ORDER section to reflect that Chair McEwen called the meeting to order. Chair McEwen seconded the motion. The motion carried.

CORRESPONDENCE

The commission reviewed the notices stating that Police Officer Brittany Johnsen and Police Officer Sierra Swartz had successfully completed their probationary period(s). The commission extended congratulations to Police Officer Brittany Johnsen and Police Officer Sierra Swartz on the successful completion of their probationary period(s).

POLICE BUSINESS

Review and Approval of the Police Services Assistant Eligibility List

Sergeant McClure explained that interviews for this position were held on 2/23 and 2/24/17 and that of the 14 candidates interviewed, one was disqualified (during the process). The top 5 candidates from the list have been invited to have an oral board interview with the command staff on 3/13 and 3/14/17.

There was some discussion that followed by the Commission about the duties of the Police Services Assistant position. Sergeant McClure explained that they handle more than working with the public; to include records requests, gun permit issuance, processing police reports as the "first face of crisis," etc. Furthermore, there was one additional position that is in the budget for 2017. There was further discussion that followed by the Commission about disqualifiers, the applicant pool and the pay range for the position.

Chair H. Scott McEwen made a motion to approve the Police Services Assistant Eligibility List. Commissioner Fields seconded the motion. The motion carried.

NEW BUSINESS

None.

OTHER

It was again noted that with the potential retirements and open recruitments in the department, it was expected that there will regular eligibility lists (for certification by the Commission) that will necessitate regular meetings each month.

The meeting adjourned at 7:18 p.m.

H. Scott McEwen

H. Scott McEwen, Chair

Apr 5, 2017

Date

MAH

Mary Ann Hardie, Secretary and Chief Examiner

4.5.17

Date