



ANACORTES CIVIL SERVICE COMMISSION  
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Commissioners:  
William Kalin, Chair  
Vicki Stasch, Vice Chair  
Jon Stables  
James English (Alternate)  
Mary-Ann Gutierrez (Alternate)

Emily Schuh, Secretary & Chief Examiner

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**Minutes of the Civil Service Commission Meeting of Monday, February 4, 2019**

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Commissioners Present:

William Kalin  
Vicki Stasch  
Jon Stables  
Mary-Ann Gutierrez

The meeting was called to order at 10:30 a.m. in the City Hall, Main Floor Conference Rm. at 904 6<sup>th</sup> Street.

The minutes of the January 7, 2019 meeting were approved as written.

Fire Chief Oliveri updated the Commission on the fire department staffing. Following to the Skagit County EMS transition process, two of our newest Firefighters are attending the Fire Academy and the other two Firefighters with prior fire experience receiving Anacortes specific training. Fire Chief Oliveri also briefed the Commission a probationary Firefighter/EMT was terminated. One position is now open in the department..

Secretary Schuh and Assistant Fire Chief Jack Kennedy requested establishment of an eligibility list for Firefighter/Paramedic. They are requesting to nullify the list that will expire on May 1, 2019 and establish a new Firefighter/Paramedic list. Letters will be sent to notify the candidates on the current list.

Secretary Schuh and Assistant Fire Chief Jack Kennedy discussed the use of a Provisional appointment to cover while employees are at the Fire Academy:

10.13 **PROVISIONAL APPOINTMENT.**

10.13.01 Where there is no suitable eligible register from which certification can be made, the Secretary may allow the appointing authority to make a provisional appointment. A provisional appointment may be made for a period of up to [six (6)] months. No person shall receive more than one provisional appointment in any 12-month period, unless no register has been established and the Commission has extended the period for provisional service.

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10.13.02 All provisional employment in a class shall cease at the earliest possible date and shall not exceed thirty (30) days from date of notice that a proper eligible register for such class is available; provided, an extension may be granted by the Secretary upon satisfactory written justification by the appointing authority, if such extension will not cause the provisional appointment to exceed the six (6)-month limitation.

In consideration of public safety in the Anacortes Fire Department, the Civil Service Commission approved a one-time change to the provisional language in the Civil Service Rules. This will allow the fire department to allow a volunteer to serve as an Anacortes Fire Department EMT/Firefighter beyond six months within a 12

month timeframe following the unique circumstance resulting from the EMS transition. This change will allow for staffing that does not rely on overtime. Motion was made by Commissioner Stables and seconded by Commissioner Chair Kalen. Motion carried.

Police Chief Small updated the Commission on the police department staffing. We are currently in the hiring process for Evan Mowrer. He is expected to begin attending the Police Academy on April 30, 2019. In 2019 a 27th police officer position was approved. This hire was on hold due to a hiring freeze to allow time for the City to better evaluate the economy's stability. The Mayor has now authorized beginning the selection process for this position. The current eligibility list has been nullified and we are beginning a selection process to establish an eligibility list. Commissioner Gutierrez made a motion to authorize the development of an eligibility list and Commissioner Kalen seconded. Motioned carried.

Under new business Chief Oliveri shared that the EMS transition is going smoothly as a result of Anacortes being experienced in providing EMS services.

The meeting adjourned at 11:07 a.m.

Respectfully submitted by,

Emily Schuh, Secretary

APPROVED by:  Date 4/1/18