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

Minutes of the Civil Service Commission Meeting of Monday, May 6, 2019

Commissioners Present: Jon Stables
Jim English
Mary-Ann Gutierrez

The meeting was called to order at 10:31 a.m. in the City Hall, Main Floor Conference Rm. located at 904 6th Street.

The minutes of the April 1, 2019 meeting were approved as written.

Secretary Schuh briefed the Commission on a correction to the police officer eligibility list that was brought forth during the April civil service meeting. She requested ratification of a revised eligibility list. Veteran's scoring criteria was removed from one candidate who was not eligible to receive it.

Chief Small briefed the Commission on police officer staffing. One candidate is in the background checking process.

Assistant Fire Chief Jack Kennedy briefed the Commission on the Firefighter Paramedic selection process update. Public Safety Testing applicants were invited to apply for the Firefighter Paramedic opening. None of the candidates responded to the invitation. Ms. Schuh contacted Public Safety Testing to promote the opening. The department is going to try a lateral recruitment selection process in addition to a renewed entry level recruitment. Testing for lateral candidates will include a paramedic exam (30%), a medical station simulation (30%) and an oral board interview (40%). Public Safety Testing can still administer CPAT tests. The candidates pays PST directly for the service.

The WA State Fire Academy is currently closed and undergoing significant renovation. The Fire Department is exploring options for alternate training locations.

Secretary Schuh discussed the appointment of the Civil Service Chief Examiner. At an upcoming meeting Ms. Schuh would like for the Commission to consider the appointment process that they would like to utilize.

Civil Service Rule

3.01 SECRETARY-CHIEF EXAMINER—APPOINTMENT. A Secretary-Chief Examiner (hereinafter, "Secretary") shall be appointed by the Commission.

3.03 The Secretary shall be appointed as a result of a competitive examination, which examination may be either original and open to all properly qualified citizens of the city, or promotional and limited to persons already in the service of the police, fire or other city department as the Commission may decide.

There was no new business.

The meeting adjourned at 10:44 a.m.

Respectfully submitted by,
EC Schuh
Emily Schuh, Secretary

APPROVED by: Vicki Stasch Date 7/1/2019