



**Civil Service Commission
Meeting Agenda
June 2, 2021 3:30 p.m.
Remote Format – Conference Call**

****The State of Emergency declared by Governor Inslee temporarily prohibits in-person contacts with the public required by the Open Public Meetings Act and the Public Records Act. The May 29, 2020 Public Health Order by Jefferson County Health Officer Thomas Locke also states no in-person meetings are allowed. Council will be participating by teleconference****

Submit public comment emails to be read aloud (up to three minutes per person) to: publiccomment@cityofpt.us or join in person via computer or tablet at <http://joinwebinar.com> enter the 9 digit Webinar ID 774-400-803 or listen by phone only (listening mode only) United States: +1 (415) 655-0052 access code: 837-542-406#

Local Dial In – (360) 390-5064 access code: 837-542-406#

- I. Call to Order/Roll Call
- II. Approval of Agenda
- III. Approval of January 20, 2021 Minutes
- IV. Public Comment (3 minutes per person)
- V. Old Business
 - A. None
- VI. New Business
 - A. Approve Lateral Police Officer Hiring List
 - B. Approve changes to Police Clerk application and testing process
 - C. Chief Olson's Update
- VII. Next Meeting: to be determined
- VIII. Adjourn

Civil Service Commission Minutes

Date: January 20, 2021 **Time:** 3:30 p.m. **Location:** Via Conference Call
Members Present: Gail Ryan, Richard Knight **Members Excused:** Sherry Erickson was not present
Staff Present: Chief Examiner Robin Hake, Interim Chief Surber

Topic	Motions/Recommendation/Action
Call to Order	The meeting was called to order at 3:32 p.m.
Approval of Minutes	Motion to approve minutes of October 14, 2020 passed unanimously.
Public Comment	None
Action: Election of Officers	Sherry Erickson was nominated to serve as Chair; motion passed unanimously. Richard Knight was nominated to serve as Vice Chair; motion passed unanimously.
Action: Approve Lateral Officer Eligibility List	Motion passed unanimously to (verbally) approve Lateral Police Officer hiring eligibility list; and written approval to be sent to Chief Examiner Robin Hake following adjournment of meeting (due to remote format).
Information: Police Department Recruitment and Update	Chief Surber reported 3 – 4 vacancies and shared with the Commission that he is retiring this year. He stated that the Police Chief selection process has been narrowed to 2 finalists whose names have not been released yet, the name of the finalist may not be released until February. He anticipates that the background process will take about 60 days. He discussed the creation of a new “Exceptional Entry Officer” job description that we are working on to allow us to recruit and hire candidates who have completed the Academy but who have little or no experience.
Next Meeting	Targeting late February
Meeting Adjourned	The meeting was adjourned at 3:47 p.m.