

Steilacoom Civil Service Commission Minutes  
May 6, 2021

<b><u>Call to Order:</u></b>	Vice-chair Maus called the May 6, 2021 regular meeting of the Steilacoom Civil Service Commission to order at 2:00 p.m. via Zoom.
<b><u>Roll Call:</u></b>	In attendance were Vice-chair Maus, and Commissioner Lynch. Staff members present were Town Administrator, Paul Loveless, Chief Yabe, Detective Hamrick, and Secretary Sterbick.
<b><u>Approval of Minutes:</u> April 1, 2021</b>	Commissioner Lynch moved to approve and Vice-chair Maus seconded approval of the April 1, 2021 minutes as written.
<b>Yes: All</b>	
<b><u>Disqualifications</u></b>	<p>Detective Hamrick presented a list of twenty-four names of applicants who either withdrew from the hiring process or whose names were being presented for disqualification. He reviewed reasons for disqualification of the following names: Allison, Bartlett, Branham, Fredrickson, Gage, Hager, Kaheiki, Madonna, Mettler, Potter, Shaina, and Torres.</p> <p>He presented the following names of applicants who had withdrawn from the hiring process: Barragan Cornwell, Kellogg (lateral), Limper, Matison, Ostrowski Arana, Palacios, Parker, Siebertz, Vu, and Warnock</p> <p>Chief Yabe stated an overwhelming number of applicants withdrew from the process. He commended Detective Hamrick in taking charge of determining how the application, background, and hiring process could be tailored to cut down time so there are fewer incidents of losing applicants to other departments due to the applicants being further ahead in the hiring process with the those agencies. Chief Yabe expressed his appreciation of Detective Hamrick's efforts in this area.</p> <p>Chief Yabe responded that they were currently looking at a number of ways of potentially saving time in the hiring process. He stated one way under consideration would be to have more frequent oral boards. He indicated, traditionally, oral boards have been conducted with a full slate to be respectful of the time commitment of panelists from other jurisdictions. He explained that our process has the same number of steps that other agencies have and commented, if the other agencies are processing applicants ahead of us, we need to determine what we can do to save time without falling victim to quantity verses quality. He indicated the Town's background investigations have often revealed issues in an applicant's personal history that other departments, conducting an investigation on the same individual, did not find.</p> <p>Commissioner Lynch asked Chief Yabe if there was anything the Commission could to streamline the time it takes process a candidate so as not to lose them to other departments.</p> <p>Chief Yabe expressed appreciation of the Commission's support.</p>

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<p><b>Yes: All</b></p> <p><b><u>Register Certification</u></b></p> <p><b>Yes: All</b></p> <p><b><u>Oral Board Approval</u></b></p> <p><b>Yes: All</b></p> <p><b><u>Lateral Applicant Rule Change Discussion</u></b></p>	<p>Vice-chair Maus asked for a motion on the disqualifications. Commissioner Lynch moved to approve disqualification of the names presented. Vice-chair Maus seconded.</p> <p>Secretary Sterbick presented the May 6, 2021 open competitive register to include the names of applicants passing the April 22, 2021 oral board.</p> <p>Commissioner Lynch moved to approve the May 6, 2021 open competitive register as presented. Vice-Chair Maus seconded approval.</p> <p>Secretary Sterbick offered, in the interest of saving time in the hiring process, the Commission might want to consider holding a 'special meeting' to certify a register(s) after an oral board rather than waiting for the next 'regular' meeting. Otherwise, if an oral board is held in the middle of the month, there could be a two-week holding period in which the process is stalled prior to register certification. A special meeting could potentially shave off 1-2+ weeks.</p> <p>Vice-chair Maus suggested, in the interest of efficiency, the special meeting to certify a register could be scheduled at the same time the Commission gives approval for an oral board.</p> <p>Secretary Sterbick asked the Commission to approve an in-person oral board to be conducted on May 21, 2021.</p> <p>Commissioner Lynch moved to approve an in-person oral board to be scheduled May 21, 2021 with Chief Yabe selecting oral board panelists and questions. Vice-chair Maus seconded.</p> <p>Vice-chair Maus asked to set a date for a special meeting to certify a register after the oral board. Thursday, May 27, 2021 was selected as the date for the special meeting (one week ahead of the June 3, 2021 regular meeting).</p> <p>Paul Loveless asked whether the special meeting would be to certify the new register only or whether the June 3, 2021 meeting would be canceled and moved forward to May 27. Vice-chair Maus indicated, since it was only a week earlier, it could take the place of the June 3, 2021 regular meeting. The special meeting will take the place of the regular meeting.</p> <p>Chief Yabe addressed the Commission explaining that the definition of a 'lateral' applicant varies amongst the various law enforcement agencies. He asked the Town's definition be changed <b>from:</b></p>
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	<p><i>Applicants for lateral entry shall, at the time of application possess a current law enforcement certification. The applicant must have been employed in a full-time, career, law enforcement (acting under full commission capacity for at least twelve months (12) out of the last twenty-four (24) months.</i></p> <p><b>to:</b></p> <p><i>Applicants for lateral entry shall, at the time of application possess a current law enforcement certification.</i></p> <p>He indicated changing the minimum service requirement would increase the number of applicants who would qualify as being 'lateral' and will potentially shorten the amount of time for getting 'boots on the ground.'</p>
<b><u>Reports</u></b>	No reports.
<b><u>Adjournment:</u></b>	Vice-chair Maus adjourned the May 6, 2021 meeting of the Civil Service Commission at 2:54 p.m.