

CIVIL SERVICE COMMISSION

December 7, 2016
Meeting Minutes

ROLL CALL:

Commissioners Present: Commission Chair Doug Cox
Commissioner David Gibney
Commissioner Susan Weed

Also Present: Kimberly Carper, Secretary/Chief Examiner
Michael Heston, Fire Chief
Gary Jenkins, Police Chief

The Meeting was called to order at 7:31 a.m. by Commission Chair Doug Cox.

APPROVAL OF AGENDA:

Commissioner Gibney moved to revise the agenda to **change the date of the Second Item of Business from November 11 to November 7**; motion was seconded by Commissioner Weed, and the motion carried.

Commissioner Gibney moved to approve the agenda as revised; motion was seconded by Commissioner Weed, and the motion carried.

ITEMS OF BUSINESS:

1. The first item of business was Consideration and Approval of the Special Meeting Minutes from October 19, 2016.
 - a. Commissioner Weed moved to **approve the Special Meeting minutes from October 19, 2016**; it was seconded by Commissioner Gibney, and the motion carried with no discussion.
2. The second item of business was Consideration and Approval of the Special Meeting Minutes from November 7, 2016.
 - a. Commissioner Weed moved to **approve the Special Meeting minutes from November 7, 2016**; it was seconded by Commissioner Gibney, and the motion carried with no discussion.
3. The third item of business was Certification of the Eligibility List for Entry Level Firefighter/EMT-P.

Chief Examiner Carper outlined the application and interview process. The position was listed through the National Testing Network (NTN) and posted through the City website on September 7, 2016. Testing needed to be completed by October 7, 2016. An email was then sent to individuals who indicated an interest in the role through NTN, reminding them to complete a City application by October 14, 2016. A link to the City application was included in the email. The position closed on October 14, 2016.

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Twelve applications were received. Two candidates were not qualified for the position; ten applicants were invited to interview. All ten applicants accepted the invitation.

Interviews were held on November 14, 2016. Three members of the fire department, one member of the police department, one employee of Avalon Care Center, and one employee of the Pullman Chamber of Commerce served on the interview panel. During the interviews, it was realized that one applicant was not a paramedic and therefore not qualified for the other position. One applicant was unable to interview at the last minute.

The interviewers completed score sheets and provided a total score for each candidate. The total scores were averaged for a final oral interview score for each candidate. The final scores were ranked to provide the eligibility list.

- a. Commissioner Weed moved to **certify the Eligibility List for Entry Level Firefighter/EMT-P**; it was seconded by Commissioner Gibney, and the motion carried with no further discussion.

4. The fourth item of business was an Update on the Fire Lieutenant Written Examination and Upcoming Assessment Center.

Chief Examiner Carper provided a summary of the process: ten internal candidates took the written examination on December 1, 2016. Eight scored the necessary 70% or higher to move to the assessment center on December 13, 2016. All eight accepted the invitation. To date, all has gone smoothly with the assessment center preparation.

- a. Commissioner Weed asked who was running the assessment center; Chief Heston replied Ergometrics, the firm selected through the proposal process.
- b. Commissioner Cox asked which Lieutenant was being replaced; Chief Heston replied that there was not a current opening, this process was to create a new list should an opening come available as the previous list was expiring.
- c. As this was an update only, no approval on this agenda item was needed.

5. The fifth item of business was an Update on the Upcoming Fire Training Officer Assessment Center.

Chief Examiner Carper provided a summary of the process: when few applications were received, the job announcement was extended, and additional advertising was done through specific fire employment websites. The position closed on November 9, 2016. twenty-one applications were received and were reviewed by Chief Examiner Carper, Chief Heston, and Lieutenant Chiavaras. Nine candidates were invited to the assessment center to be held on December 14, 2016. Eight candidates accepted the invitation. To date, all has gone smoothly with the assessment center preparation.

- a. Commissioner Cox asked the cost of the assessment center per candidate. Chief Examiner Carper responded that the cost was fixed for up to twelve candidates per the accepted proposal; Chief Heston responded that the cost for both assessment centers was approximately \$13 total.

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b. As this was an update only, no approval on this agenda item was needed.

6. The sixth item of business was an Update on the Police Records Specialist Recruitment.

Chief Examiner Carper provided a summary of the process: the position opened on November 7, 2016 and closed on December 5, 2016. Fifty-four applications were received. The applications were reviewed by Chief Examiner Carper for minimum qualifications. Twenty-three candidates were invited to a panel interview. Panel interviews will be held on December 15 and 16, 2016.

a. As this was an update only, no approval on this agenda item was needed.

OLD BUSINESS:

There was no Old Business

NEW BUSINESS:

Chief Heston indicated that the fire department has a temporary employee whose assignment is ending in January. He stated they would like to end the assignment in January and start a new temporary assignment while a newly hired firefighter attends the fire academy.

Commissioner Gibney asked whether there is a current firefighter eligibility list; the answer was not immediately known. It was determined that if there was a current list, the people on the list needed to be notified in ranked order of the temporary assignment per the Civil Service Rules. If there was not a current list, the Civil Service Commission could appoint an individual who meets the assignment qualifications per the Civil Service Rules. Commissioner Gibney asked how long the temporary assignment was needed; Chief Heston responded less than four months.

Chief Examiner Carper will research whether a current list exists and will bring that information to the January meeting.

Commissioner Cox moved to adjourn; Commissioner Gibney seconded, and the Meeting was adjourned at 7:50 am.

Respectfully submitted:

Chair

Secretary/Chief Examiner

Date: _____