CIVIL SERVICE COMMISSION

Meeting Minutes

DATE/LOCATION:	March 12, 2019, at 3:30 pm Auburn City Hall – 2nd Floor, Conference Room #3 25 West Main Street, Auburn, WA 98001
MEMBERS PRESENT:	Heidi Harris, Chairman; David Menke, Member; Stan Adamski, Member
STAFF PRESENT:	Bill Pierson, Police Chief; Kendra Comeau, Assistant City Attorney; Julie Balza, HR Coordinator/Civil Service Examiner; Janelle Tarasewicz, HR Manager; Melissa Medisch, HR Analyst; Sarah Borden, Valley Regional Fire Authority (VRFA); Stephanie Harper, VRFA; Brent Swearingen, VRFA Fire Chief

I. **CALL TO ORDER:** Chairman Harris called the meeting to order at 3:34 pm.

II. **NEW COMMISSION MEMBER*:** Introduction of new Commission Member, Stan Adamski.

III. **APPROVAL MINUTES:** Approval of January 8, 2019 Civil Service Commission meeting minutes.

FIRST:	Menke	*SECOND:*	Adamski	*CONCUR:*	Harris	***APPROVED***

IV. **APPROVAL MINUTES:** Approval of February 26, 2019 Civil Service Commission Special meeting minutes.

FIRST:	Menke	*SECOND:*	Adamski	*CONCUR:*	Harris	***APPROVED***

V. **ENTRY LEVEL POLICE OFFICER:** Review and approval of the Entry Level Police Officer eligibility list, dated February 12, 2019.

FIRST:	Menke	*SECOND:*	Adamski	*CONCUR:*	Harris	***APPROVED***

VI. **ENTRY LEVEL POLICE OFFICER:** Review and approval of the Entry Level Police Officer eligibility list, dated March 12, 2019. *(Completed Public Safety Testing prior to December 31, 2018)*

FIRST:	Menke	*SECOND:*	Adamski	*CONCUR:*	Harris	***APPROVED***

VII. **ENTRY LEVEL POLICE OFFICER:** Review and approval of the Entry Level Police Officer eligibility list, dated March 12, 2019. *(Completed Public Safety Testing after January 1, 2019)*

FIRST:	Menke	*SECOND:*	Adamski	*CONCUR:*	Harris	***APPROVED***

CIVIL SERVICE COMMISSION
Heidi Harris, Chairman
David Menke, Member
Stan Adamski, Member

CIVIL SERVICE STAFF
Julie Balza, Chief Examiner
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c: Nancy Backus, Mayor
Candis Martinson, Director of HR/Risk Mgmt
Shawn Campbell, City Clerk
Bill Pierson, Chief of Police
Mark Caillier, Asst Police Chief
Matt Wilkinson, Police Guild
Steve Gross, City Attorney
Kendra Comeau, Assistant City Attorney

VIII. **LATERAL POLICE OFFICER:** Review and approval of the Lateral Police Officer eligibility list, dated March 12, 2019.

FIRST:	Menke	*SECOND:*	Adamski	*CONCUR:*	Harris	***APPROVED***

IX. **CIVIL SERVICE PRESENTATION*:** To better inform the Commission, Janelle and Julie made a presentation to explain the Entry Level Police Officer hiring process.

X. **UPDATES/NEW BUSINESS:**

a. Also mentioned in our presentation, we will be lowering the minimum passing score from 75% to 70% on the Public Safety Testing written exam for candidates testing or or after April 1, 2019. This will provide the opportunity for more candidates to interview.

XI. **ADJOURN:** The meeting adjourned at approximately 3:56 p.m.

FIRST:	Menke	*SECOND:*	Adamski	*CONCUR:*		***APPROVED***

APPROVED THE 9th DAY OF APRIL 2019:

Heidi Harris, Chairman

Julie Balza, Civil Service Examiner

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