

AGENDA
ENUMCLAW CIVIL SERVICE SPECIAL MEETING
January 25, 2023 – Time 9:00 am

Enumclaw City Hall – Chambers Conference Room
1339 Griffin Ave, Enumclaw, WA 98022

1. CALL TO ORDER AND ATTENDANCE

- A. Meeting called to order by Chairperson Willis
- B. Attendance

2. APPROVAL OF MEETING MINUTES

- A. Move to approve the minutes of the December 21, 2022, Civil Service Commission meeting

3. NEW BUSINESS ITEMS

- A. Chair and Vice-Chair election for 2023
- B. Move to approve the eligibility register for Entry Level Communications Officer
- C. Move to approve the eligibility register for Lateral Level Communications Officer

4. OLD BUSINESS ITEMS

5. COMMUNICATIONS/REPORTS

- A. Secretary Examiners Report
- B. Police Department Update

6. OTHER TOPICS

- A. Potential update to Civil Service Rules regarding certifying eligibility lists

7. NEXT MEETING

- A. Next meeting scheduled for February 15, 2023

8. ADJOURNMENT.....Motion to Adjourn Meeting

MINUTES
ENUMCLAW CIVIL SERVICE MEETING
December 21, 2022 – Time 9:00 am

Enumclaw City Hall – Chambers Conference Room
1339 Griffin Ave, Enumclaw, WA 98022

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 9:00 AM by Chairperson Willis. In attendance was Chairperson Al Willis, Commissioners Danielle Munroe and Ed Bickford, Police Chief Tim Floyd, Civil Service Secretary Katy McKee and Human Resource Manager Tana Nissen.

2. APPROVAL OF MEETING MINUTES

Commissioner Bickford moved to approve the minutes of the November 16, 2022, Civil Service Commission meeting, seconded by Chair Willis. Motion carried 3-0.

3. NEW BUSINESS ITEMS

Chief Floyd discussed opening testing for lateral/experienced and entry level police officers. He discussed a potential opening now and another opening in the 2nd quarter due to retirement.

McKee said the recruitment period will begin as soon as the postings are finalized, and the first review of applications will be January 31st with potential oral boards the week of February 6th.

Chief Floyd requested we add the take home car program to the listed benefits for the position.

4. OLD BUSINESS ITEMS

There was a brief discussion regarding two internal investigations that are now post-loudermill. He said that both are in the beginning stages of the union grievance process. He noted that one discipline imposed was termination and the other was a day off without pay.

5. COMMUNICATIONS/REPORTS

Secretary McKee spoke about the communications provided in the agenda packet. She noted that Corrections Officer, Tyler Chilman will be the police departments Evidence Custodian starting January 1 and that Christine Nebeker will be starting as a Corrections Officer on that same date.

Secretary McKee discussed the addition of 1 FTE for Communications Officer in the 2023 budget. The recruitment period started November 29, 2022 and will end on January 13, 2023. There are four applicants in which have submitted passing PST scores and all application materials thus far.

Chief Floyd mentioned that there is 1 immediate opening and 2 potential openings. He mentioned that this is half the Communications Staff

Floyd noted the challenges in hiring in law enforcement field from recruitment to retention is a big deal and often challenging. He did however note that he does not foresee officers leaving here for another municipality because of hiring bonuses and other offers.

Floyd discussed the makeup of the police department and the history of hiring and retaining officers.

6. OTHER TOPICS

None.

7. NEXT MEETING

Next meeting scheduled for January 18, 2023.

8. ADJOURNMENT

Chair Willis moved to adjourn the meeting at 9:11 AM, seconded by Commissioner Munroe. Motion carried 3-0.

These minutes represent a brief description of the meeting; in error in recording by Civil Service Secretary McKee resulted in lost audio recording of this meeting.

APPROVED BY:

SUBMITTED BY:

Al Willis
Chairperson

Katy McKee
Civil Service Secretary



ENUMCLAW CIVIL SERVICE COMMISSION

Results of examinations for the class of ENTRY LEVEL COMMUNICATIONS OFFICER and the Eligibility List developed from the testing completed January 19th, 2023 are as follows:

RANK	NAME	TOTAL SCORE
1	Leonard Bundy	89.04
2	Amanda Barry	85.94
3	Margaret Cook	85.28
4	Valerie Ibarra	84.42
5	Lyn Greve	77.52
6	Daniel Lynam	76.04
7	Jozette Ann Lake	74.14

NOTES:

1. 8 applications were received by the deadline with current passing PST scores. We offered 8 applicants Oral Boards. 7 applicant(s) completed the oral board interview with 7 receiving a passing score.
2. The Oral Board convened on January 19th, 2023 and consisted of Enumclaw Police Department Communications Supervisor Samantha Stottlemire, Patrol Officer Hong and Human Resources Manager Tana Nissen.

CERTIFICATE:

This is to certify that the Entry Level Communications Officer eligibility list as stated above is the result of testing completed January 19th, 2023 and will remain in effect for one year from date of approval by the Civil Service Commission.

CERTIFIED CORRECT BY:

APPROVED:

Katy McKee
Civil Service Commissioner

Albert Willis
Chairperson

Date of Approval:



ENUMCLAW CIVIL SERVICE COMMISSION

Results of examinations for the class of LATERAL LEVEL COMMUNICATIONS OFFICER and the Eligibility List developed from the testing completed January 19th, 2023 are as follows:

RANK	NAME	TOTAL SCORE
1	Carol Graddon	71

NOTES:

- 1 application was received by the deadline. We offered 1 applicant Oral Boards. 1 applicant(s) completed the oral board interview with 1 receiving a passing score.
- The Oral Board convened on January 19th, 2023 and consisted of Enumclaw Police Department Communications Supervisor Samantha Stottlemire, Patrol Officer Hong and Human Resources Manager Tana Nissen.

CERTIFICATE:

This is to certify that the Lateral Level Communications Officer eligibility list as stated above is the result of testing completed January 19th, 2023 and will remain in effect for one year from date of approval by the Civil Service Commission.

CERTIFIED CORRECT BY:

APPROVED:

Katy McKee
Civil Service Commissioner

Albert Willis
Chairperson

Date of Approval: