

**FIRCREST CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES**

**JANUARY 13, 2014
4:00 PM**

**FIRCREST CITY HALL
COUNCIL CHAMBERS**

CALL TO ORDER

The special meeting of the Fircrest Civil Service Commission was called to order at 4:00 p.m. by **CHAIRMAN KOERGER** who presided. **COMMISSIONER HARRISON** was present. Also present was Chief Examiner/Secretary Keely.

MINUTES

MOVED BY KOERGER, SECONDED BY HARRISON, THE COMMISSION APPROVE THE MINUTES AS PUBLISHED OF THE DECEMBER 2, 2013 REGULAR MEETING. CHAIRMAN KOERGER AND COMMISSIONER HARRISON VOTED AYE. MOTION CARRIED.

**UNFINISHED
BUSINESS**

None.

NEW BUSINESS

Keely stated that CSO II Rowan retired effective December 31, 2013. Per Civil Service Rule 8.19, vacancies in the higher positions of a class shall be filled by promotion whenever practicable in the judgment of the Commission. Keely noted that Chief Cheesman is going to speak about the practicalities of filling this position from within the department. She noted that if the Commission concurs, the Commission can limit an examination to a promotional within the department only. In that case, the Chief would certify to the Chief Examiner those individuals as having the required minimum qualifications necessary to take a promotional examination and we would proceed with assembling an oral board to establish an eligibility list.

Cheesman stated the CSO II position is a lead worker responsible for training and prioritizing tasks for the CSO I officer. Cheesman noted the CSO II performs the tasks of the Terminal Access Coordinator (TAC) and is the primary liaison between the Fircrest Police Department and the Washington State Patrol. He indicated that the CSO II trains all employees for certification and use of the TAC through the ACCESS system. Cheesman noted the position requires annual certification through the state of Washington and requires Level 1 and Level 2 ACCESS certifications. Cheesman outlined additional TAC and job responsibilities of the CSO II position. Cheesman concluded by requesting that the Commission determine that it is practicable to fill the CSO II vacant position as promotional from within the department.

Responding to Koerger, Cheesman stated there is a CSO I within the department that has been employed for over nine years, is familiar with the system in the office, and has the required certifications. Cheesman replied to Harrison that the CSO II position is a 24-hour per week part-time position and would oversee two part-time CSO I positions. Cheesman provided an overview of the existing CSO I and CSO II positions. He stated that the Civil Service Rules do not address whether the CSO II position is full or part-time.

Responding to Harrison, Keely stated that the City Manager has authority to appoint and remove at any time all employees of the City. She noted that the Civil Service Commission is involved when a civil service employee is removed, suspended or demoted.

City Manager Rosenblatt clarified that the 2014 budget includes one part-time CSO II and two CSO I's. Rosenblatt provided historical information, noting that the CSO II full-time position was cut from 40 hours per week to 24 hours per week due to a budget deficit in 2009. In November of 2011, when a CSO I position became vacant, it was offered and accepted by the part-time CSO II employee. Due to the recent resignation of the CSO II, there currently exists two vacant part-time positions – a 24-hour per week CSO II position and a 16 hour-per week CSO I position. Cheesman stated the proposed three part-time positions would provide good coverage, greater flexibility and be more efficient and effective when serving the public.

Discussion ensued regarding the future effects of healthcare requirements for part-time positions.

Harrison inquired if there was City Council involvement when the CSO II position was reduced from full to part-time. Keely noted the City Manager reduced the hours from 40 to 24, followed by Council consensus to leave the position as part-time, and the 2010 budget included the CSO II position funded as part-time.

Cheesman clarified for Koerger that the CSO I positions were not civil service positions. Keely, responding to Harrison, stated the two CSO I positions had been advertised.

Rosenblatt reported the January 6, 2014 Civil Service agenda was posted without identifying the New Business Item because the resignation of the CSO II employee hadn't been received until after the agenda packets were mailed. He further noted that filling the CSO II position as a part-time position, and the two CSO I positions as part-time would have a positive net effect on the budget.

MOVED BY KOERGER, SECONDED BY HARRISON, TO LIMIT THE CSO II EXAMINATION TO A PROMOTIONAL WITHIN THE DEPARTMENT. CHAIRMAN KOERGER VOTED AYE. COMMISSIONER HARRISON VOTED NAY. MOTION FAILED.

Keely stated the CSO II position would be advertised, an oral board assembled, and an eligibility list would be brought forward to the Civil Service Commission for certification.

CORRESPONDENCE None.

COMMITTEE REPORTS None.

**PAYROLL
CERTIFICATION**

MOVED BY KOERGER, SECONDED BY HARRISON, THE COMMISSION APPROVE THE PAYROLL CERTIFICATION AS SUBMITTED FOR THE MONTH OF JANUARY. CHAIRMAN KOERGER AND COMMISSIONER HARRISON VOTED AYE. MOTION CARRIED.

ADJOURNMENT

MOVED BY KOERGER, SECONDED BY HARRISON, TO ADJOURN THE MEETING AT 4:21 PM. CHAIRMAN KOERGER AND COMMISSIONER HARRISON VOTED AYE. MOTION CARRIED.



CHAIRMAN, CIVIL SERVICE COMMISSION



CHIEF EXAMINER LISA KEELY