

CIVIL SERVICE COMMISSION SPECIAL MEETING MINUTES
July 22, 2015 - 6:30 pm Public Safety Building

Chairperson Howie Robson called the special meeting to order with the flag salute at 6:32 p.m. Roll Call found Commissioners Dannat, Inge, Jones, and Swanson were present.

ATTENDANCE:

City Employees	Mark Bethune, City Administrator and Beckie Meek, Civil Service Secretary
Professional Representatives	Gary McLean, Civil Service Attorney; and Councilmember Bill Birkes
Visitors	Chris Hopfauf

NEW BUSINESS:

Hiring Process	City Administrator Mark Bethune brought forward the Hiring Process Guidelines. After some discussion Commissioner Inge motioned to have Gary McLean modify the Hiring Process Guidelines Document of the changes for the current Lateral Position in the Orting Police Department with the expiration date of December 31 st , 2015. Motion was seconded by Commissioner Dannat. Motion carried. Gary McLean will send the changes to the secretary so she can send them out the commission prior to the hiring.
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Review of Rules 7/15/2015	City Administrator asked the Civil Service Commission to start reviewing the potential revised rules from July 14, 2015. He would like to discuss any changes at the October meeting.
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Lateral Eligibility List	Mayor Joaquim Pestinger submitted a requested to the Civil Service Secretary Beckie Meek for a Lateral List. The Secretary presented to the Civil Service Commission the most current proposed Orting Civil Service Lateral Eligibility List from Public Safety Testing (PST), which did not include any veterans or reserve points. After some discussion Commissioner Inge moved to remove the Physical and Date of Physical sections of the List. Motion was seconded by Co-Chairperson Swanson. Motion Carried.
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Co-Chairperson Swanson moved to approve the proposed Orting Civil Service Lateral Eligibility List with the correction of removing the pass/fail on the Physical and Date of Physical sections of the list. Motion was seconded by Commissioner Jones. Motion carried.

Secretary Beckie Meek stated that she will be contacting all eleven candidates on the list for the oral boards.

Temporary Hire Roster	Secretary Beckie Meek gave the Current Temporary Hire Roster to the Civil Service Commission. She informed them that this roster is a list of the Orting Reserve Police Officers.
BLEA Fitness for Physical Testing/Training	City Administrator Mark Bethune stated that this was in the packet for the Civil Service Commission to review and to discuss at the October meeting.
Civil Service Training	City Administrator stated that he would like to have Gary McLean come and do some training with the commission. Secretary Beckie Meek and Gary McLean will look at dates in September for training and notify the commission.

ADJOURN: Commissioner Dannat moved to adjourn at 8:23pm. Commissioner Jones seconded the motion. Motion carried.

ATTEST:

Secretary, Beckie Meek

Chairperson, Howie Robson