

COMMISSIONERS

Jeff Craig - Chair
Brittney Hamilton - Vice Chair
Robert Agfalvi
Charles Brass
Stephanie Kuxhausen
Shawna Punzalan - Secretary



City of Orting Civil Service Commission MEETING AGENDA

Thursday, November 2, 2023

7:00 pm

City Hall Council Chambers
104 Bridge Street S, Orting, WA
Zoom - Virtual

1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

This meeting is being held in person and through the platform Zoom. A link for virtual participation can be found on the agenda or on the City's website.

<https://us06web.zoom.us/j/89299939222?pwd=kFhTWMUBEC3PlebMRCQAP3GZf85UNp.1>

Telephone: 1-253-215-8782 – Meeting ID: 892 9993 9222 and the passcode 666570.

2. APPROVAL OF MINUTES

Motion: To approve minutes from September 25, 2023 meeting.

3. PROMOTIONAL PROCESS AMMENDMENT

Chief Gabreluk is requesting an amendment to the Civil Service Promotional Process.

4. COMMISSIONER(S) TERM END

Commission term ends December 31, 2023 for Vice Chair Hamilton and Commissioner Brass.

5. NEXT MEETING

Holiday season may affect scheduling of November and December Civil Service Commission meetings.

6. NEW BUSINESS

7. ADJOURNMENT

COMMISSIONERS

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ORTING CIVIL SERVICE COMMISSION

Meeting Minutes
104 Bridge Street S, Orting, WA
Zoom - Virtual
Monday, September 25, 2023
7:00 pm

1. CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order at 7:00 pm by Chair Jeff Craig. Commissioner Agfalvi led the Pledge of Allegiance.

2. ROLL CALL

Present: Chair Jeff Craig, Vice-Chair Brittney Hamilton, Commissioner Robert Agfalvi, Commissioner Charles Brass, Secretary Shawna Punzalan. Commissioner Stephanie Kuxhausen via zoom

3. APPROVAL OF MINUTES

Motion: To approve minutes from July 24, 2023 meeting

July 24, 2023 minutes were amended to correct adjournment time to 8:21 pm.

Motion: Vice-Chair Hamilton made a motion to approve minutes as amended from July 24, 2023 meeting. Seconded by Commissioner Kuxhausen.

Motion passed (4-0)

Motion: To approve minutes from August 28, 2023 meeting.

Motion: Commissioner Agfalvi made a motion to approve minutes as amended from August 28, 2023 meeting. Seconded by Vice-Chair Hamilton.

Motion passed (4-0)

4. CIVIL SERVICE RULES AMENDMENT

Secretary Punzalan has completed the corrections and changes to Civil Service Rules as reviewed at August 2023 meeting.

Motion: To approve Civil Service Rules as amended August 28, 2023

Motion: Vice-Chair Hamilton made a motion to approve rules as amended on August 28, 2023. Seconded by Commissioner Brass

Motion Passed (4-0)

5. CIVIL SERVICE CONFERENCE

Public Safety Testing is hosting a virtual conference and business meeting October 25-26, 2023. 9:00 am to 12:00 pm each day. Flyer provided for additional information.

Secretary will supply link for registration once received from PST.

6. POLIC CHIEF Q&A

Chief Gabreluk is unable to attend September meeting.

Action: Secretary will invite Chief Gabreluk to attend October 23, 2023 meeting for Question & Answer period.

7. OPEN POSITION

New open position due to employee termination

Discussion followed with no actionable items.

8. ADJOURNMENT

Meeting adjourned at 7:21

Motion: Commissioner Agfalvi made a motion to adjourn. Seconded by Vice-Chair Hamilton.

Motion passed (4-0)

Next Meeting: ~~October 23, 2023 AT 7:00 PM - Canceled~~

Next Meeting: November 2, 2023 AT 7:00 PM

Approved:

Chair Jeff Craig

Secretary Shawna Punzalan



ORTING POLICE DEPARTMENT

104 Bridge ST South | Orting, WA 98360 | 360-893-3111



Orting Civil Service Commission
P.O. Box 489
104 Bridge Street South
Orting, Washington 98360

October 26, 2023

Dear Commissioners,

I am reaching out to you today to respectfully request the Commission make an amendment to rule 8B – PROMOTIONAL PROCESS. In addition, I request that the commission consider making the recommended amendment in response to emergency or exigent circumstances.

Over the course of the last year, the Orting Police Department has been down one permanent supervisor position and has experienced an unusually high increase in the number of Officers who have temporarily been unable to work due to injury or medical circumstances. This reduction of staff has placed added stress upon all employees of the department and has made overall supervision much more challenging. In addition to focusing additional time and energy towards recruitment and retention, a request was made to the commission to establish an eligibility list for the purpose of filling our open supervisor position, and the commission promptly began a promotional examination.

On October 25, 2023, I was advised by the Civil Service Secretary that all eligible candidates who participated in the promotional process scored lower than the 70 percent threshold required by current commission rules for candidates to be invited to an oral board. If no action is taken, zero candidates will be eligible to complete the process, rendering the rest of the promotional exam superfluous. An inability to promote supervisory staff currently needed by the department will have a significant impact on operations.



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In order to preserve the current promotional examination, I am respectfully requesting the Commission consider taking the following legislative action at the November 2, 2023 special meeting;

1. Hold a vote of all attending Commissioners to declare that an emergency situation exists¹, and
2. In response to the emergency, make an amendment, by majority vote², to modify civil service rule 8B – PROMOTIONAL PROCESS adding a new section following 8B.1.4 stating:

“8B.1.5 If all applicants participating in a promotional examination fail to meet the minimum passing score of a single testing phase (written or oral), that phase of the promotional examination will be considered anomalous, and all applicants will be exempt from the minimum scoring requirements established for that phase of the examination.”

It is my belief that an emergency situation exists and should be declared by the Commission in order to adopt the recommended amendment at the November 2, 2023 special meeting because, based on time constraints outlined in civil service rule 8B.1.3, waiting until the next regular scheduled meeting of the Civil Service Commission on November 27th, 2023 would exceed the four-week limit imposed, and thus invalidate the promotional examination.³

¹ RULE 14. AMENDMENTS - The Commission may amend these rules or adopt new rules by majority vote of the Commission at any regular or special meeting of the Commission. Unless, upon emergency declared by all Commissioners present, amendment of these rules shall be first discussed in an open regular or special meeting prior to adoption. Upon declaration of emergency, a rule amendment may be adopted at the meeting at which the amendment is first proposed.

² RULE 14. AMENDMENTS - The Commission may amend these rules or adopt new rules by majority vote of the Commission at any regular or special meeting of the Commission. Unless, upon emergency declared by all Commissioners present, amendment of these rules shall be first discussed in an open regular or special meeting prior to adoption. Upon declaration of emergency, a rule amendment may be adopted at the meeting at which the amendment is first proposed.

³ 8B.1.3. - The oral examination shall be set no sooner than two weeks but no later than four weeks from receipt of the test scores from the written testing agency. Notice of the oral examination shall be provided to all applicants at least five (5) days in advance of the oral examination.



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I believe that taking the above action not only addresses unexpected or unforeseen flaws, failures, or anomalies in a written test administered to candidates in the future, but it is also reasonable and necessary in order to preserve the current promotional examination which will ensure the Orting Police Department has adequate supervisory staff in place to continue providing top-notch public safety service to the citizens of Orting.

I sincerely thank you for taking the time to consider this matter.

Respectfully,

A handwritten signature in dark ink, appearing to read "Devon Gabreluk".

Devon Gabreluk
Chief of Police
Orting Police Department
dgabreluk@cityoforting.org