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**ANACORTES CIVIL SERVICE COMMISSION  
P.O. BOX 547  
ANACORTES, WA 98221  
Phone (360)299-1941/Fax (360)299-1982**

**Commissioners:  
Jon Stables, Chair  
William Kalin, Vice Chair  
Vicki Stasch  
James English (Alternate)  
Mary-Ann Gutierrez (Alternate)**

***Emily Schuh, Secretary & Chief Examiner***

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**Minutes of the Civil Service Commission Meeting of Monday, April 2, 2018**

Commissioners Present:           Jon Stables  
  Bill Kalin  
  Mary-Ann Gutierrez  
  Vicki Stasch  
  James English

The meeting was called to order at 10:30 a.m. in the City Hall, Main Floor Conference Rm. at 904 6<sup>th</sup> Street.

The minutes of the March 5, 2018 meeting were approved as written.

Secretary Schuh presented the proposed eligibility lists for police officer. Thirty two applications were sent out but only two candidates responded and tested. Oral boards took place on March 23, 2018. Commissioner Gutierrez made a motion to certify the eligibility list. Commissioner Stasch seconded it. Motion carried.

Secretary Schuh briefed the commission on Sergeant promotional tests. Four candidates will participate in the process. The written test will be held on March 29, 2018. The assessment center for Sergeant will be held on April 9 and 10, 2018. Next month, we will bring forth the eligibility list for certification.

Secretary Schuh updated the Commission on the commissioned police contract negotiations. The City and Guild have spent three days in mediation. Another session will be held on April 26<sup>th</sup>.

Secretary Schuh updated the Commission on the Police department staffing. An officer was terminated and is grieving the termination through the collective bargaining agreement.

Chief Curtis updated the Commission on the Fire department staffing. One firefighter had a workplace shoulder injury and will be on light duty for two weeks. Evan Swanson, Firefighter/Paramedic, is retiring on April 13, 2018.

Chief Curtis presented the proposed eligibility list for Firefighter/Paramedic. Seven candidates participated in the selection process on March 30, 2018. Commissioner Gutierrez made a motion to certify the eligibility list. Commissioner Stasch seconded it. Motion carried.

Secretary Schuh briefed the Commission on the eligibility list for Firefighter/EMT. Notices were sent to candidates over 100 candidates. Given the strong response, we will have two days of Firefighter/EMT testing on April 20 and April 23, 2018.

Chief Curtis and Secretary Schuh briefed the commission on the Lieutenant promotional testing. The Lieutenant written test will be held on March 29, 2018. For the tactical portion of the assessment center the City is using a standardized process called the Blue Card. The remainder of the assessment center is being coordinated with Ron Hiraki.

Secretary Schuh, in following Civil Service rules 10.13 Provisional Appointments, supported making a provisional appointment in the fire department while we continue with the selection process for the opening in the department


*10.13.01 Where there is no suitable eligible register from which certification can be made, the Secretary may allow the appointing authority to make a provisional appointment. A provisional appointment may be made for a period of up to [six (6)] months. No person shall receive more than one provisional appointment in any 12-month period, unless no register has been established and the Commission has extended the period for provisional service.*

*10.13.02 All provisional employment in a class shall cease at the earliest possible date and shall not exceed thirty (30) days from date of notice that a proper eligible register for such class is available; provided, an extension may be granted by the Secretary upon satisfactory written justification by the appointing authority, if such extension will not cause the provisional appointment to exceed the six (6)-month limitation.*

The meeting adjourned at 10:50 am.

Respectfully submitted by,

  
Emily Schuh, Secretary

APPROVED by:  Date 5/7/18