



ANACORTES CIVIL SERVICE COMMISSION

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ANACORTES, WA 98221

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Commissioners:

William Kalin, Chair

Vicki Stasch, Vice Chair

Jon Stables

James English (Alternate)

Mary-Ann Gutierrez (Alternate)

Vanessa Bronsema, Secretary & Chief Examiner

Minutes of the Civil Service Commission Meeting of Monday, August 3, 2020

Commissioners Present: Vicki Stasch
William Kalin
Jon Stables
Mary-Ann Gutierrez

Staff Present: Vanessa Bronsema
Lynn Barber
Police Chief John Small
Fire Jack Kennedy

The meeting was called to order at 11:03 a.m. in the City Hall, by Zoom organized by Vanessa Bronsema.

The minutes of the February 3rd meeting were unavailable and will be reviewed during the September 14, 2020 Meeting

Vanessa Bronsema, Civil Service Secretary and Chief Examiner gave her 30-day notice at the City as the Human Resources & Labor Relations Director. Her last day will be Wednesday, August 5th. She will transition to an organization closer to her home. Vanessa announced and made recommendation to appoint Lynn Barber as the Interim Civil Service Secretary until a new Human Resources Director is assigned. Commissioner Gutierrez motioned to approve the Interim Civil Service Secretary assignment. Commissioner Kalin seconded. Motion carried.

Assistant Fire Chief Jack Kennedy briefed the Commission on the Lieutenant assessment center. There is a three-step testing process:

1. Incident command which is a table-top process.
2. Assessment center which is role-play scenarios.
3. Question and answer period with pre-determined questions to see how the candidates answer them.

Secretary Bronsema and Assistant Fire Chief Jack Kennedy requested establishment of an eligibility list for Paramedic/EMT. The current eligibility list has expired. Assistant Fire Chief Jack Kennedy asked that we discuss this at the next Civil Service meeting in September.

Chief Small briefed the Commission on the Police Department staffing. Two police officers have completed the academy. Stuart Rhodes was overall the best candidate out of all police officers at the academy.

Chief Small asked to extend the probationary period for a police officer and if the Civil Service Rules allowed that. Article 11.03.01 states that the appointing authority, by assigning in writing to the Commission, the reasons therefore, may request an extension to a probationary period for an employee. Commissioner Gutierrez made a motion to extend the probationary as presented in the Civil Service Rules. Commissioner Stables seconded. Motion carried.

Chief Small briefed the Commission on the Sergeant promotional testing update. Ron Hirake of Human Resources Systems who has coordinated the testing process in the past, worked to develop the assessment center, including developing a timeline structure.

Secretary Bronsema stated that the next Civil Service meeting will be held on September 14, 2020 at 11:00 a.m.

The meeting adjourned at 11:18 a.m.

Respectfully submitted by,

Vanessa Bronsema, Secretary

APPROVED by: William Kalin Date: 9/21/20

MEMORANDUM FOR THE SECRETARY
SUBJECT: [Illegible]

TO: [Illegible]

FROM: [Illegible]

DATE: [Illegible]

RE: [Illegible]

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