



**NOTICE OF SPECIAL MEETING
GRANDVIEW CIVIL SERVICE COMMISSION**

You are hereby notified, pursuant to RCW 42.30.080, that the **GRANDVIEW CIVIL SERVICE COMMISSION** will conduct a Special Meeting on **WEDNESDAY, OCTOBER 11, 2017 at 11:30 a.m.**, in the Grandview City Hall Council Chambers, 207 West Second Street, Grandview, with the following agenda:

AGENDA

- 1. CALL TO ORDER & ROLL CALL**
- 2. MINUTE APPROVAL – June 20, 2017 Special Meeting**
- 3. NEW BUSINESS**
 - A. Extend Police Dispatcher Eligibility List**
- 4. ADJOURNMENT**

CITY OF GRANDVIEW

Anita G. Palacios, MMC, City Clerk

NOTIFICATION:

Grandview Civil Service Commission
Mayor and Council
Cus Arteaga, City Administrator
Kal Fuller, Police Chief
News Media

**GRANDVIEW CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES
JUNE 20, 2017**

1. CALL TO ORDER & ROLL CALL

Commissioner Andrea Morris called the special meeting to order at 1:30 p.m., in the Council Chambers at City Hall.

Civil Service Commissioners present were: Andrea Morris and Darrel McCallum. Commissioner John Garcia was absent.

Staff present was: Secretary/Chief Examiner Anita Palacios and Fire Chief Pat Mason.

2. MINUTE APPROVAL – MARCH 30, 2017 SPECIAL MEETING

On motion by Commissioner Morris, second by Commissioner McCallum, the Commission approved the minutes of the March 30, 2017 special meeting.

3. CERTIFY FIRE CAPTAIN ELIGIBILITY LIST

Secretary/Chief Examiner Palacios explained that the examination to establish an eligibility list for the classification of Fire Captain took place on June 8, 2017 with three (3) applicants participating. The testing was limited to volunteers of the Grandview Fire Department that met the position description minimum qualifications.

Examination Parts and Weights. The examination consisted of three segments—written test, physical ability test and oral board. Percentage weights were assigned to two of the three segments of the examination. The segments were as follows:

Written Test. The maximum score for the written test was 100 points with a 50% weighted average factor. The City used the National Firefighter Selection Inventory (NFSI) test purchased from Industrial/Organizational (I/O) Solutions, Inc. The examination included both a cognitive (i.e., problem solving) component and an attitude/personality (i.e., firefighter orientation) component. Upon completion of the written test, the test booklets and answer sheets were collected and returned to I/O Solutions for computer scoring. The applicants must have passed with a 70% or better test score. All three (3) applicants passed the written test.

Physical Ability Test. The physical ability test consisted of the firefighter pack test comprised of a 3-mile walk/run wearing a 45-pound pack in 45 minutes. The physical ability test was pass or fail. Two (2) of the three (3) applicants passed the physical ability test and proceeded to the oral board.

Oral Board. The maximum score for the oral board was 100 points with a 50% weighted average factor. This segment consisted of 10 questions with the applicant being rated on appearance, manner, speech, comprehension, ability to express qualifications, and general impression. The applicants must have passed with a 70% or better score. Both applicants passed the oral board.

Application of Veterans' Preference: None of the applicants were eligible for veterans' preference. State law provides for a scoring criteria status, commonly called a "preference," in civil service competitive examinations for certain veterans. RCW 41.04.010 provides that veterans who served during a period of war or armed conflict and do not receive military retirement benefits are entitled to have 10% added to their passing scores for their first civil service appointment.

Eligibility List:

| Applicant Name | Written Score | Oral Score | Subtotal | 10% Veteran Credit | Total Score | Ranking |
|---------------------|---------------|------------|----------|--------------------|-------------|---------|
| Ingrid Mortensen | 80.23 | 76.5 | 78.4 | | 78.4 | 1 |
| Berk (Del) Whitmore | 83.15 | 71.5 | 77.3 | | 77.3 | 2 |

On motion by Commissioner McCallum, second by Commissioner Morris, the Civil Service Commission certified the Fire Captain eligibility list for a one year period to June 20, 2018 and directed that the top two names from the list be provided to the Fire Chief to determine the candidate best qualified for appointment to the vacant Fire Captain position.

4. ADJOURNMENT

The meeting was adjourned at 1:45 p.m.

Commissioner Andrea Morris

Anita Palacios, Secretary/Chief Examiner

**GRANDVIEW CIVIL SERVICE COMMISSION
AGENDA ITEM SUMMARY SHEET**

Meeting Date: October 11, 2017 – Special Meeting
Agenda Item: Extend Police Dispatcher Eligibility List
Title: 10.05 Duration of Eligible Lists
Presented by: Anita Palacios, Secretary/Chief Examiner

Summary: On November 10, 2016, the Civil Service Commission certified the following eligibility list for a one year period to November 10, 2017:

| Applicant Name | Written Score | Oral Score | Sub-Total | 10% Veteran Credit | Total Score | Rank |
|------------------|---------------|------------|-----------|--------------------|-------------|------|
| Lori Smith | 86 | 85.75 | 85.9 | 0 | 85.9 | 1 |
| Ernestina Cortez | 78 | 86.5 | 82.3 | 0 | 82.3 | 2 |
| Erica Saenz | 80 | 80.5 | 80.3 | 0 | 80.3 | 3 |
| Jason Babcock | 90 | 70 | 80 | 0 | 80 | 4 |
| Hali Soto | 78 | 75 | 76.5 | 0 | 76.5 | 5 |

Lori Smith and Ernestina Cortez have been hired as dispatchers for the Police Department. The remaining candidates have been contacted and would like to remain on the eligibility list, see attached memo from Police Chief Fuller.

Recommendation and Suggested Motion: "I move that the Civil Service Commission extend the Police Dispatcher eligibility list for an additional one year period to November 10, 2018 and direct that the top three names be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions."



Secretary/Chief Examiner

GRANDVIEW POLICE DEPARTMENT

207 W. 2ND STREET, GRANDVIEW, WA 98930 TELEPHONE (509) 882-2000
FAX (509) 882-1232



KAL FULLER
Chief of Police

Date: 10/03/2017
To: Anita Palacios, Human Resources
From: Kal Fuller, Chief of Police
Re: Civil Service List Extension Request

I would request that the current Civil Service list for Police Dispatcher be extended.

I have contacted the next available applicant and they have advised me that they are still interested in the position. They seem like a good candidate for the job.

We have a current Police Dispatcher who will be retiring in 2018. If the current list is extended it will allow us to consider the next applicant on the list when that time comes.

Respectfully,

A handwritten signature in black ink that reads "Kal Fuller". The signature is written in a cursive, flowing style.

Kal Fuller
Chief of Police