



City of Issaquah Civil Service Commission
Minutes of Special Meeting held on Thursday, June 15, 2017

1. Call to Order

A special meeting of the Issaquah Civil Service Commission was called to order at 4:35PM by Chairman Dave Bush.

COMMISSIONERS PRESENT: Chairman Dave Bush and Commissioner Joe Forkner

COMMISSIONERS ABSENT: Commissioner Chris Felstad

STAFF PRESENT: Police Chief Scott Behrbaum and Chief Examiner Stephanie Johnson

2. Public Comments

None.

3. Approval of Minutes

The minutes of the May 30, 2017 special meeting were presented for approval.

MOTION – Commissioner Forkner made a motion to adopt the minutes from May 30, 2017 as presented. Chairman Bush seconded the motion. Motion passed.

4. Regular Business

a) Commander Promotional Examination

Chief Examiner Johnson provided the commission with a test outline for a Police Commander promotional examination to be developed in house and take place in September 2017. Elements of the test include:

- Job Analysis
 - Including an update of the minimum education and experience requirements for the Police Commander position in rule 19.05

- Advertising
- Application Screening
- Pre-Screen Interviews
- Community Meet & Greet
- Assessment Center
- Certification of Eligibility List
- Chief's Interviews

MOTION – Commissioner Forkner made a motion to order said examination per Civil Service Rule 19 – CLASS EXAMINATION SPECIFICATIONS. Chairman Bush seconded the motion. Motion passed.

MOTION – Commissioner Forkner made a motion to update the minimum education and experience requirements for the Commander position as outlined in Civil Service rule 19.05 as follows:

Applicants must have a Bachelor's degree in police science or related field and a minimum of six years experience in law enforcement with the Issaquah Police Department; including three years in police supervision; or 10 years total law enforcement experience with three years of supervision; or any equivalent combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job. Must have current WA State law enforcement certification or ability to obtain law enforcement certificate of equivalency per State requirements.

The Commission anticipates giving public the opportunity to comment for rule revisions at the June 28, 2017 special meeting.

5. Other Business / Announcements

None.

Next Meeting

The next regularly scheduled meeting of the Commission is cancelled. The Commission has a special meeting scheduled for 3:30PM Wednesday, June 28, 2017 at Tibbetts Creek Manor; 750 17th Ave. NW, Issaquah, WA.

Adjournment

The meeting adjourned at 5:45PM. These minutes are excerpts of the Civil Service Commission meeting. No audio recording of the meeting was made.

Prepared by:
Stephanie Johnson
Chief Examiner for the Civil Service Commission

APPROVED on _____