

**Pacific County Civil Service Commission**  
**REGULAR MEETING**  
**Tuesday, January 19, 2016**

In Attendance: Chair Bob Jones, Vice Chair Mike Shults, Commissioner Joe Basil, Chief Deputy Denise Rowlett, Chief Deputy Stephanie Fritts, Chief Examiner Amanda Bennett

- I. Meeting called to order by Chair Bob Jones at 3:00pm
- II. Joe Basil nominated Bob Jones to continue as Chair for 2016
  - a. Seconded by Mike Shults, 3 AYE 0 NAY CARRIED
- III. Joe Basil nominated Mike Shults to continue as Vice Chair for 2016
  - a. Seconded by Bob Jones, 3 AYE 0 NAY CARRIED
- IV. Joe Basil moved to approve the December 15, 2015 minutes
  - a. Seconded by Bob Jones, 3 AYE 0 NAY CARRIED
- V. Examiners Report
  - a. Rule 2.01 Commissions-Meetings-Quorum
    - i. Mike Shults moved to approve the amended ruling
      - 1. Seconded by Joe Basil, 3 AYE 0 NAY CARRIED
  - b. Rule 8.08 Passing Grade
    - i. Reads uneasy. Should "when there is no register in place" be added? Send to Prosecutor for opinion.
  - c. Casual Cook Register
    - i. Due to rule 8.08 not approved will need to wait
  - d. Entry Level Corrections Officer Register
    - i. Two added to register after completing all testing
    - ii. Joe Basil moved to approve the Corrections Officer register
      - 1. Seconded by Mike Shults, 3 AYE 0 NAY CARRIED
  - e. Disqualifications
    - i. What information is required when receiving disqualification notifications?
    - ii. Commission feels full details are not necessary if register has been sent to Sheriff; Seek Prosecutor's opinion.
- VI. PACCOM
  - a. Requests register for Lead Telecommunicator
    - i. Current Lead Telecommunicator is shopping elsewhere; if leaves would need to fill position immediately.
    - ii. Would like first round of applicants received from in house
  - b. Two current vacancies that need filled immediately
  - c. Request to abandon current Telecommunicator register
    - i. Discussion over current register in place not expired with two names

- ii. Commission would like canvass letters to go out; if applicants do not respond in 15 days they would then be disqualified
- iii. Joe Basil moved to open register to provide new applicants after examination

1. Seconded by Mike Shults, 3 AYE 0 NAY CARRIED

VII. CORRECTIONS

- a. Still has a vacancy to fill in Corrections Officer position
- b. In high need of casual cook

VIII. SUPPORT SERVICES

- a. One is on FMLA and will be back first of February
- b. Concealed Pistol licenses are up with hopes of extending hours for finger printing

IX. SHERIFF

- a. One Deputy is in the academy
- b. One Deputy has expressed he may be leaving employment

X. OTHER BUSINESS

- a. Discussion over abundance of emails from one individual for Civil Service reasons; if received, send to Amanda to respond with Civil Service information
- b. Mike Shults will not be here for the March meeting

Closed Meeting at 4:00pm