

**Pacific County Civil Service Commission**  
**REGULAR MEETING**  
**Tuesday, January 16, 2018**

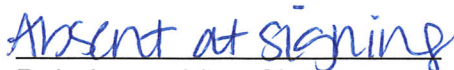
In Attendance: Chair Joe Basil, Vice Chair Bob Jones, Mike Shults, Chief Deputy Prosecutor Eric Weston, PACCOM Director Tim Martindale, Sheriff Scott Johnson, Chief Criminal Deputy Pat Matlock, Commissioner Lisa Olsen, And Chief Examiner/Secretary Amanda Bennett

- I. Meeting called to order by Mike Shults at 3:00 pm
- II. Mike Shults nominated Joe Basil as Chair for 2018
  - a. Seconded by Bob Jones; 3 AYE 0 NAY CARRIED
- III. Mike Shults nominated Bob Jones as Vice Chair for 2018
  - a. Seconded by Joe Basil, 3 AYE 0 NAY CARRIED
- IV. Mike Shults moved to accept the minutes of December 20, 2017
  - a. Seconded by Bob Jones; 3 AYE 0 NAY CARRIED
- V. Examiners Report
  - a. Disqualification of Eligibles
    - i. One Entry Level CO and One Lateral CO removed from certified registers leaving three (3) on ELCO and zero (0) on LCO register
  - b. Rule 8.04 Open Ended Recruitment
    - i. Rule states to test 4-6 weeks after publication of test dates
    - ii. To expedite would like to change language to reflect testing after deadline
    - iii. Commission would like to see rule sent to legal for language change
  - c. Classification
    - i. Rule of 3 changed to Rule of 5 in 2014
    - ii. Per RCW 41.14.130 must change back to Rule of 3
    - iii. Legal has reviewed; must change to Rule of 3
- VI. PACCOM/ E911
  - a. 10 telecommunicators working alone and 1 in training
  - b. Completed hiring process and offered employment to fill last vacant position; hope to start applicant by February 1, 2018
- VII. CORRECTIONS
  - a. 9 out of 11 positions filled
  - b. Vetting for the 10<sup>th</sup> position now and then will look to hire for 11<sup>th</sup> position
- VIII. SUPPORT SERVICES
  - a. Layoffs started January 1, 2018 which involved administrative staff from full time to part time (0.80fte) and closing front office on Fridays
- IX. SHERIFF
  - a. Discussion of Sheriff's Appointments

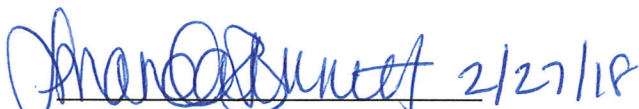
- i. Sheriff requested the minutes show per RCW 41.14.070 the following unclassified positions are filled: Undersheriff, Chief Criminal Deputy and Chief Civil Deputy with PACCOM Director as an additional unclassified per 41.14.070 (3) and acknowledge there is one open/unfilled/allowable position
- b. Sergeants Test for Patrol
  - i. Requested testing be reviewed and prepared for possible upcoming vacancy
  - ii. Amanda asked for the official request be done on letterhead
  - iii. Commission discussion on protocol to become Sergeant and becoming a Lieutenant
- X. Executive Session
  - a. None
- XI. OTHER BUSINESS

Closed Meeting at 3:25 pm

  
Joe Basil, Chair

  
Bob Jones, Vice Chair

  
Mike Shults

 2/27/18  
Amanda Bennett, Secretary