



**AGENDA
SPECIAL MEETING
EPHRATA CIVIL SERVICE COMMISSION**

Tuesday January 10, 2023 at 2:30 p.m.

Ephrata City Hall, 121 Alder Street SW
Ephrata, WA 98823
(509) 754-4601 Ext 120

Civil Service Members: Joe Varick
 Alan Key
 Rusty Romig

1. Call Meeting to Order at 2:30 p.m.
2. Additions/Deletions to the Agenda
3. Approve Minutes of the February 21, 2022 meeting
4. Current Business:
 - a. Police Department Update
 - b. Vacant Positions – Request for Qualified Applicants:
 - Evidence Official
 - Patrol Officer



CIVIL SERVICE MINUTES

February 21, 2022

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on February 21, 2022. The meeting was called to order at 8:15 a.m. by Chairman Rusty Romig.

This meeting is also available remotely by phone using the ZOOM call in number and City meeting ID.

Members Present: Chairman Rusty Romig, Commission Members Alan Key and Joe Varick

Staff Present: Police Chief Kurt Adkinson and City Clerk/Chief Examiner Leslie Trachsler. Deputy Clerk Lnenicka

Additions/Deletion to Agenda: None

Election of new Chairperson: Alan Key nominated of Joe Varick for Chairperson, seconded by Rusty Romig. There were no other nominations, motion passed.

Approve Minutes: Motion to approve minutes of the May 17, 2021 meeting. (m/s Romig/Varick) Key abstained due to his absence at this meeting, motion carried.

Timeline to fill vacant Police Officer position: Request received from Police Chief Adkinson requesting an eligibility list to fill a vacant commissioned position. Advertisement and recruitment are under way, the list from Public Safety Testing will be pulled on March 7th. Anticipate Oral Board Interviews the week of April 11th, with final list of five by the week of April 18th.

Update on new recruits: Chief Adkinson reported on the progress of the new recruits. Chandler has completed his field training and is now a fully commissioned officer. Recruit Navarro began academy training two weeks ago. She was on-board for three months before going to academy and everyone has been impressed with her.

There being no further business, motion to adjourn meeting at 8:32 a.m. (m/s Key/Romig) Motion carried.

Joe Varick, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner

To: Mayor Bruce Reim and Finance Director Leslie Trachsler
From: Chief Erik Koch
Date: January 6, 2023
Subject: Request to fill vacancy

In mid-December the police department lost our evidence manager, this is a critical position within the department and I'm requesting a list of qualified applicants from the Civil Service Commission to fill this vacancy.



To: Mayor Bruce Reim and Finance Director Leslie Trachsler
From: Chief Erik Koch
Date: January 6, 2023
Subject: Request to fill patrolman vacancy

I'm requesting a list of qualified applicants from the Civil Service Commission, to fill an entry level patrolman position within the police department. This vacancy will be caused by the anticipated promotion of the police captain and patrol sergeant.

