



## **AGENDA**

### **EPHRATA CIVIL SERVICE COMMISSION**

**Monday, March 15, 2021 at 8:15 a.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 8:15 a.m.
2. Additions/Deletions to the Agenda
3. Approve Minutes of the November 16, 2020 meeting
4. Correspondence: None at this time
5. Current Business:
  - a. Update on Oral Board Interviews for Entry Level Officer
  - b. Conditional offer of hire



## **CIVIL SERVICE MINUTES**

### **November 16, 2020**

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on November 16, 2020. The meeting was called to order at 8:17 a.m. by Chairman Rusty Romig.

**Members Present:** Chairman Rusty Romig, Commission Member Joe Varick

**Staff Present:** Police Chief Kurt Adkinson and City Clerk/Chief Examiner Leslie Trachsler

Police Chief Kurt Adkinson was introduced to the Commission.

**Additions/Deletion to Agenda:** None

**Approve Minutes:** Motion to approve minutes of the January 20, 2020 meeting. (m/s Varick/Romig) Motion carried.

**Correspondence:** None at this time.

**Update on Police Records Manager position:** The Records Manager's position was posted internally in March. There was one application received. Elizabeth Kallstrom expressed a desire to move from being a commissioned police officer to being the Records Manager and was appointed to that position on April 3, 2020.

**Update on new officer training due to COVID-19:** Chief Adkinson gave update on recruit training. There were two recruits at the academy when the COVID shut down came. Both were sent home before completion of the required courses. Cindy was closest to completion and was able to finish virtually. Zach went back to academy when they were able to open back up and has graduated. Jessica had a delayed start and is still currently at academy. She is expected to graduate November 20<sup>th</sup>.

**Recruitment for vacant officer schedule:** Request to begin the recruitment process was received from Interim Police Chief, Erik Koch due to the resignation of Cynthia Bluhm. Examiner Trachsler reviewed the recruitment schedule. Advertisement began in October and the plan is to pull names the first of January, 2021. With the COVID-19 restrictions testing with Public Safety Testing has been modified and there are limited test dates.

Next meeting is scheduled for January 18, 2021.

There being no further business, motion to adjourn meeting at 8:42 a.m. (m/s  
Varick/Romig) Motion carried.

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Rusty Romig, Chairman

ATTEST:

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Leslie Trachsler, City Clerk/Chief Examiner



City of Ephrata

121 Alder Street Southwest  
Ephrata, Washington 98823

Phone: 509-754-4601  
Fax: 509-754-0912

Voice: 1800-833-6384  
TDD: 1800-833-6388

February 16, 2021

TO: Mayor Bruce Reim  
City Administrator Mike Warren

FROM: Leslie Trachsler, Civil Service Examiner

RE: Entry Level Police Officer List

After further testing, I submit the following list of names as eligible candidates for the position of Entry Level Police Officer.

Chandler Gribble	79.61%
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Sincerely;

Leslie Trachsler, CMC  
City Clerk/Finance Director  
Civil Service Examiner

Cc: Chief Kurt Adkinson  
Civil Service Commission



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February 25, 2021  
Chandler Gribble  
18 Linda Ridge Loop  
Ephrata, WA 98823

RE: Appointment as Patrol Officer

Chandler

Congratulations. This letter is to appoint you to the City of Ephrata Police Department as a Patrol Officer. Your appointment is conditioned upon successful completion of a background review, polygraph exam, pre-employment drug screening, and a psychological evaluation. Please contact Captain Koch or Chief Adkinson to arrange the different assessments. You will commence Pre-Academy Field Training after successful completion of the forementioned evaluations.

You will be compensated as \$5,573 per month and receive benefits in accordance with the collective bargaining between the City and Teamsters Local-760. You may be eligible for additional pay based on education and/or other abilities, as designated in the union contract, after successful completion of your probationary period. Additional pay shall be granted upon receipt of an official transcript or other equivalent for your education and /or bilingual abilities.

You will be on probationary status for one year following completion of Basic Academy Training. Your employment is also subject to continuing random drug/alcohol screening policy, as well as other policies and regulations found in the City and Departmental manuals.

Please coordinate with Chief Adkinson regarding specifics, such as when you report for duty, uniform fitting, schedule and other duties. Any questions that you may have can be referred again to Chief Adkinson (754-2491) at City Hall.

Again, congratulations. On behalf of the entire City staff, I wish you success in your position as Patrolman with the City of Ephrata.

SINCERELY,

Bruce Reim

MAYOR, CITY OF EPHRATA

CC Administrator Warren  
Clerk Trachsler  
Chief Adkinson  
Ephrata Civil Service Commission  
Teamsters Local