



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. Field training has been more extensive as some of the items normally covered during BLEA is not able to take place due to COVID. Jessica had a delayed start and is still currently at academy. She is expected to graduate November 20th.

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.

Rusty Romig, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner