



**CIVIL SERVICE COMMISSION  
MEETING AGENDA  
Monday March 5, 2018 at 9:00 A.M.  
City Council Library, 110 E. 3<sup>rd</sup> St.**

1. Call To Order
2. Roll Call
3. Approval Of The Agenda
4. Visitors
5. Consent Agenda
  - 5.I. Civil Service Meeting Minutes 2-5-2018

Documents:

ATTACHMENT A CIVIL SERVICE MEETING MINUTES 2-5-2018.PDF

6. New Business
  - 6.I. Fire Department Report
    - 6.I.i. Fire Personnel Actions
    - 6.I.ii. Fire Recruitment
  - 6.II. Police Department Report
    - 6.II.i. Police Personnel Actions
    - 6.II.ii. Police Recruitment
    - 6.II.iii. Continued Discussion Of BLEA Job Description / Qualification
  - 6.III. Resignation Of Commissioner Steve Peterson
7. Continued Business
8. Adjournment

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**CITY OF ARLINGTON  
CIVIL SERVICE COMMISSION  
MEETING MINUTES**

**Monday, February 5, 2018  
City Council Library  
110 E. 3<sup>rd</sup> St.**

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**Commissioners Present:** Thad Hovis and Kay Duskin. Steve Peterson has an excused absence.

**Staff present:** Dave Kraski, Dan Cone and James Trefry.

Commissioner Duskin called the meeting to order at 9:05 AM.

**Visitors**

None present.

**Approval of the Agenda**

Commissioner Hovis moved to approve the agenda. Commissioner Duskin seconded the motion, which was carried.

**Consent Agenda**

Commissioner Hovis moved to approve the Consent Agenda consisting of the minutes of the January 22, 2017 special meeting. Commissioner Duskin seconded the motion which was carried.

**New Business**

**Fire Department Report**

Acting Chief Kraski reported that the Executive Analyst position had been filled.

Acting Chief Kraski and Chief Examiner Trefry reviewed the status of the Executive Analyst – Fire eligibility list and asked the commission to remove Theresa Ramey, as she was hired. Commissioner Hovis moved to remove Theresa Ramey from the Executive Analyst – Fire eligibility list. Commissioner Duskin seconded the motion, which was carried.

Commissioner Hovis moved to certify the updated Executive Analyst – Fire eligibility list. Commissioner Duskin seconded the motion, which was carried.

**Police Department Report**

Examiner Trefry discussed including a formal BLEA job description as part of the civil service recruitment for lateral hire police officers. Deputy Chief Cone reviewed the information he had provided to the Commission last year regarding BLEA certification. Examiner Trefry will bring back a draft for discussion at the upcoming March meeting.

Examiner Trefry reviewed an error in the assignment of candidate Elias Williams on the Entry Level Police Officer List certified at the meeting on January 22, 2018.

Commissioner Hovis moved to certify the corrected Entry Level Police Officer eligibility candidate list. Commissioner Duskin seconded. The motion carried.

Deputy Chief Cone and Examiner Trefry reviewed the requested removal of candidate David McKenna (accepted offer with the City of Marysville) from the Lateral Police Officer Eligibility list. Commissioner Hovis moved to remove David McKenna from the Lateral Police Officer eligibility candidate list. Commissioner Duskin seconded. The motion carried.

Commissioner Hovis moved to certify the Lateral Police Officer eligibility candidate list. Commissioner Duskin seconded. The motion carried.

Additional business: Commissioner Duskin provided an update on Commissioner Peterson's status and he will be submitting a resignation.

**Adjourn**

There being no other business to be conducted, the meeting was adjourned at 9:29 AM.

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Kay Duskin  
Civil Service Commission Chair

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James Trefry  
Chief Examiner/Secretary