



## CIVIL SERVICE MEETING MINUTES

Wednesday, August 10, 2016, 5:15 PM

Fire Station 42, 4321 NW Parker Street

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*Ron Goodpaster*     *Chairman*  
*Tanis Knight*     *Commissioner*  
*Lynn Valenter*     *Commissioner*

*Alicia Ramsey*     *Secretary / Chief Examiner*

### I. CALL TO ORDER

Captain Nelson was also in attendance

Present: Lynn Valenter and Ron Goodpaster

Excused: Tanis Knight

### II. MINUTES TO BE APPROVED

**Minutes were approved as presented.**

### III. MEETING ITEMS

Police Department

- Entry Level Hiring List Update

The department is expecting a vacancy in September.

**The hiring list was approved as presented.**

Police Department

-Executive Session, officer discipline

Executive session was held for about 20 minutes for Captain Nelson to notify the Commission of a Police Department disciplinary action.

**This Action Item was received and filed.**

Police Department

-Request to Test, Sergeant's Promotional Exam

Captain Nelson is seeking approval from the Commission to hold a promotional exam for Police Sergeant. Two of the six current sergeants are expected to retire in the next 12 months. Promotional lists are good for two years, so she would like to hold a test now in order to be prepared. Nelson is proposing the same methodology as in the past: Phase I will be a written test that will make up 10% of the final score, Phase II will be comprised of a take home assignment (20% of final score), an oral interview (60% of final score), and a practical exercise (10% of final score). Candidates will need a minimum score of 75% in both phases to pass the test.

Commissioner Valenter asked how well the test components produced the desired results. Nelson answered that all of the steps were re-examined and determined to show that the candidates have intellect, motivation, and can deal well in stressful environments. Valenter asked about the take home component. Nelson went over the process. Nelson added that promotion this time will be subject to the 'Rule of Three', meaning that any of the top three candidates on the list can be considered for promotion.

Commissioner Valenter moved to approve the request to test, Chairman Goodpaster seconded.

**This Action Item was approved.**

#### **IV. ADJOURNMENT**

Meeting concluded at 5:55.

Respectfully submitted:

Alicia Ramsey  
Secretary / Chief Examiner

NOTE: The City of Camas welcomes and encourages the participation of all of its citizens in the public meeting process. A special effort will be made to ensure that persons with special needs have opportunities to participate. For more information, please call (360) 834-6864.