

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES

Monday, January 29, 2024

5:00 PM

Present: Marilyn Sessions, Chair
Matthew Hathaway, Member

Also Present: John Seidel, CSC Coordinator
Nicholas Shearer, Police Chief

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:03 pm on Monday, January 29, 2024, by Marilyn Sessions. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of October 23, 2023, made by Ms. Sessions, seconded by Mr. Hathaway, and CARRIED by a voice vote of 2-0.

Safety Administration

Police Department

Personnel changes read.

Chief Shearer requested an eligible list for a part-time Record Clerk, which is a new position added due to an increase in public records requests for officers' body camera footage. He explained that the position would add coverage to the full-time Record Clerk.

Ms. Sessions asked if just the part of the body camera footage which was requested could be sent, and Chief Shearer replied that due to public records request laws, the entire recording must be sent, which requires an officer to watch the whole recording and redact what they need to fulfill the request. So, an hour-long recording might take two hours to fully process.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR THE POSITION OF PART-TIME RECORDS CLERK, made by Mr. Hathaway, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Chief Shearer also requested an eligible list for Captain due to the retirement of Captain Prusha later in the year. The goal is to get a list early so the person who will be promoted has plenty of time to learn from Captain Prusha.

MOTION TO ESTABLISH AN ELIGIBLE LIST FOR THE POSITION POLICE CAPTAIN, made by Mr. Hathaway, seconded by Ms. Sessions, and CARRIED by a voice vote of 2-0.

Mr. Seidel asked for clarification about the requirements to take the promotional exam, whether a Lieutenant had to have held that position for one year or three years. Chief Shearer clarified that it is a three-year requirement, and all the current Lieutenants have more than three years, so it won't be an issue.

Ms. Sessions asked about hiring from other departments for promoted ranks and Chief Shearer said that would require a change with the City of Kent charter, but discussions were taking place for the upcoming charter review.

Fire Department

Personnel changes read.

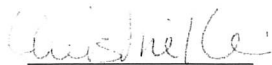
IT & Communications

Personnel change read.

Adjournment

MOTION TO ADJOURN THE MEETING AT 5:18 PM made by Ms. Sessions, seconded by Mr. Hathaway, and CARRIED by a voice vote of 2-0.

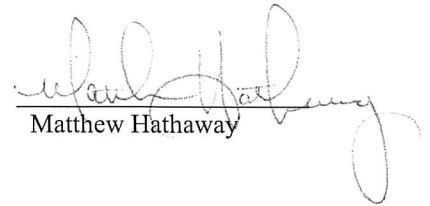
Minutes approved: _____



Christine Klein



Marilyn Sessions



Matthew Hathaway