



**Civil Service Commission Meeting Agenda**  
**Wednesday, October 13, 2021, 5:00 PM**  
**Fire Station 42, 4321 NW Parker ST**

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*NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting so reasonable accommodations can be made (28 CFR 35.102-35.104 ADA Title 1)*

**To Participate Remotely:**

**OPTION 1 -**

1. Go to [www.zoom.us](http://www.zoom.us) and download the app or click "Join A Meeting" and use Meeting ID – 870 2404 5733
  2. Or, from any device click <https://us06web.zoom.us/j/87024045733>
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**CALL TO ORDER**

**MINUTES TO BE APPROVED**

1. 07-14-2021 Regular Meeting Minutes

**MEETING ITEMS**

2. Fire Department Promotional List Extension Request

Presenter: Chief Nick Swinhart

3. Code Enforcement Hiring Eligibility List

Presenter: Kacie Jones

4. The Police department and City administration seek clarification on whether internal candidate can be considered for an internal hiring process or if the hiring process needs to be opened to outside candidates, specifically pertaining to section 7 of the Civil Service Rules.

**OTHER ITEMS**

**REPORTS**

**ADJOURNMENT**



**Civil Service Commission Meeting Minutes  
Wednesday, July 14, 2021, 5:00 PM  
Fire Station 42, 4321 NW Parker ST**

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*NOTE: Please see the published Agenda Packet for all item file attachments*

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## **CALL TO ORDER**

*The meeting was called to order by Martin Burrows at 5:00 PM.*

## **ROLL CALL**

Present: Martin Burrows, Richard Rodgers

Excused: Ron Goodpaster

Staff: Secretary Kacie Jones,

## **MINUTES TO BE APPROVED**

1. June 9, 2021 Regular Meeting Minutes

**It was moved by Rodgers, seconded by Burrows, that the June 9, 2021 regular meeting minutes be approved. The motion carried unanimously.**

## **MEETING ITEMS**

2. **Fire Department Hiring Eligibility List**

Presenter: Kacie Jones

*Secretary Jones gave an overview of the hiring process, including number of candidates that applied and progressed through each step. The list was presented for review.*

**It was moved by Rodgers, seconded by Burrows, that the hiring eligibility list be approved. The motion carried unanimously.**

## **REPORTS**

*Secretary Jones gave an update on the Camas PD's Lead Records Clerk hiring process, which is that due to a lack of qualified candidates, the process has been temporarily halted.*

## **ADJOURNMENT**

**The meeting was adjourned at 5:08 PM**



# Camas Civil Service Commission

4321 NW Parker Street, Camas, WA 98607

Ron Goodpaster      Chairman  
Brody Barnes        Commissioner  
Martin Burrows     Commissioner

Kacie Jones         Secretary / Chief Examiner

Item 2.

## Battalion Chief Test Promotional List

1. Kevin West
2. Ben Silva
3. Michael Brown

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Ron Goodpaster

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Brody Barnes

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Martin Burrows

Date: December 19, 2019  
Expires: December 19, 2021



# Camas Civil Service Commission

4321 NW Parker Street, Camas, WA 98607

Ron Goodpaster	Chairman
Martin Burrows	Commissioner
Richard Rodgers	Commissioner

Kacie Jones	Secretary / Chief Examiner
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## Code Enforcement Hiring Eligibility List

1. Kraig Anspach
2. Megan Mulsoff
3. Shawn George
4. Martin Bush
5. John Martinez
6. Katrina Agarycheva

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Ron Goodpaster, Chairman

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Martin Burrows

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Richard Rodgers

Date: October 13<sup>th</sup>, 2021

Kacie Jones  
Civil Service Secretary/Examiner

## SECTION VII. PROMOTIONAL EXAMINATIONS

### 7.01 Type and Scope of Examination.

Examinations for promotion shall be practical in character and shall embrace such subjects as will determine the qualifications of the applicants for the position sought. Examinations may be written or oral, or a combination of both. The relative weight of each segment of the examination shall be determined by the Commission in advance of the examination and the examination graded accordingly.

### 7.02 Promotion from Within Policy.

When a vacancy occurs in a promotional grade, it shall, whenever practicable, be filled by promotion from within the Department involved. Examinations for promotion will be open only to qualified persons in the next lower grade of the Department in which the vacancy occurs, except if fewer than two (2) persons qualify for a particular promotional examination, the Commission may open that examination to other applicants in the next lower grade, or to qualified applicants in the second lower grade, of that Department. If after so doing, fewer than two (2) qualified candidates are found, then the examination may be opened to qualified candidates outside the Department involved.

### 7.03 Time-in-Grade Requirement.

#### Fire and all Clerical

If promotion is sought to the next higher grade, the applicant must have a minimum of two (2) years seniority in his/her existing grade. If promotion is sought to a position two grades higher, the applicant must have a minimum of four (4) years seniority in his/her existing grade. The Commission may modify these requirements if necessary to assure a competitive examination.