

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

Civil Service Commission Meeting
Thursday, October 08, 2020 at 10:00 AM

Agenda

CALL TO ORDER

HOUSEKEEPING

1. Proposed agenda for the October 8, 2020, Regular Meeting of the Tenino Civil Service Commission.

Recommended action: Move to approve the agenda for the October 8, 2020, Regular Meeting of the Tenino Civil Service Commission, as presented.

- [2.](#) Minutes of the September 10, 2020, Regular Meeting of the Tenino Civil Service Commission.

Recommended Action: Move to approve the September 10, 2020, minutes of the Regular Meeting of the Tenino Civil Service Commission, as presented.

PUBLIC COMMENT

UNFINISHED BUSINESS

NEW BUSINESS

[The](#) City has received two applications for appointment. One application is for the vacancy created by Chief Robert Swain's retirement and the second is an application for lateral appointment as a commissioned Public Safety Officer.

Recommended action: Move to review each application and either add to, or create a standing list for each category of applicant.

ADJOURN

File Attachments for Item:

2. Minutes of the September 10, 2020, Regular Meeting of the Tenino Civil Service Commission.

Recommended Action: Move to approve the September 10, 2020, minutes of the Regular Meeting of the Tenino Civil Service Commission, as presented.

Civil Service Commission Meeting Thursday, September 10, 2020

Minutes

CALL TO ORDER

Chair Jones called the meeting to order at 10:00 am.

PRESENT

Commissioner Ken Jones
Commissioner Leslie Lamb

HOUSEKEEPING

1. Proposed agenda for the September 10, 2020, Regular Meeting of the Tenino Civil Service Commission.

Recommended action: Move to approve the agenda for the September 10, 2020, Regular Meeting of the Tenino Civil Service Commission, as presented.

Motion to amend the agenda to add two items of Business made by Commissioner Lamb, Seconded by Commissioner Jones.

The appointment of former Tenino Chief of Police Bob Swain and the confirmation of Ms. Kristi Lougheed, if otherwise qualified, as the Chief of Police were each added as items of new business.

Voting Yea: Commissioner Jones, Commissioner Lamb

Motion passes.

2. Minutes of the July 9, 2020, Regular Meeting of the Tenino Civil Service Commission.

Recommended Action: Move to approve the July 9, 2020, minutes of the Regular Meeting of the Tenino Civil Service Commission, as presented.

Motion made by Commissioner Lamb, Seconded by Commissioner Jones.

Voting Yea: Commissioner Jones, Commissioner Lamb

Motion passes.

PUBLIC COMMENT

UNFINISHED BUSINESS

NEW BUSINESS

1. Confirmation of Mr. Bob Swain as Commissioner, Tenino Civil Service Commission.

At the September 8, 2020, Regular Meeting of the Tenino City Council, Mayor Fournier indicated his desire to appoint former Tenino Police Chief Robert (Bob) Swain to fill the vacant position on the Tenino Civil Service Commission. Such a motion was made and seconded, and received a unanimous "yay" vote to confirm the appointment.

2. Confirmation of Ms. Kristi Loughheed as Chief of the Tenino Police Department.

At the September 8, 2020, Regular Meeting of the Tenino City Council, after a brief introduction followed by a "question and answer" period, Mayor Fournier asked for a motion to confirm. Such a motion was made and seconded. However the vote to confirm was not unanimous, but rather a single Councilmember abstained from the vote. The abstention was based solely on the grounds that the confirmation hearing was conducted without first having obtained citizen input. The motion passed nevertheless with a vote of 4 "Yay's," no "Nay's," and 1 Abstension.

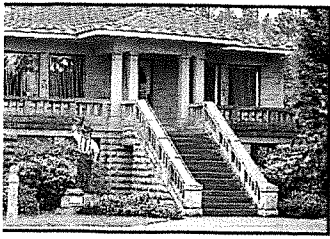
ADJOURN

Chair Jones adjourned the meeting at 10:30 am.

File Attachments for Item:

The City has received two applications for appointment. One application is for the vacancy created by Chief Robert Swain's retirement and the second is an application for lateral appointment as a commissioned Public Safety Officer.

Recommended action: Move to review each application and either add to, or create a standing list for each category of applicant.



CITY OF TENINO

APPLICATION FOR EMPLOYMENT

149 Hodgden Street South
P O Box 4019
Tenino, WA 98589
(360) 264-2368

Position Applied For: POLICE OFFICER-LATERAL Department POLICE

Name: HOLT CAROLYN MARIE

Address  WA 98579
State Zip

Home or Message Phone:  Business Phone: _____

Are you legally eligible for employment in the USA? Yes No (If yes, verification will be required)

Are you of the legal age to work? Yes No

RECORD OF EDUCATION

Circle highest grade completed: 8 9 10 11 12 GED 13 14 15 16 17 18 18+

Type of School	School and Location	Course of Study	Degree
High School or GED	<u>SNOWMISH HIGH SCHOOL SNOWMISH, WA</u>		<u>DIPLOMA</u>
Business or Technical			
Undergraduate Studies			
Graduate Studies			
Other Courses and Training	<u>CJTC, BURIEN WA</u>	<u>POLICE ACADEMY</u>	<u>CERTIFICATION</u>



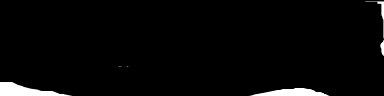
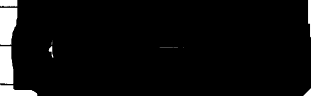
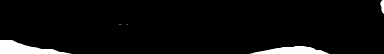

List any special licenses or certificates you hold which are necessary, useful or required in this position. Give kind of license, issuing state and expiration date.

Were you in the US Armed Forces? Yes No If yes, what branch? _____

What was your occupational specialty? _____

REFERENCES

Below, give names of three persons you are not related to, whom you have known at least one year.

Name	Relationship	Years Acquainted	Daytime Telephone
	<u>FRIEND</u>	<u>11</u>	
	<u>FRIEND</u>	<u>10</u>	
	<u>FRIEND</u>	<u>7</u>	

LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Be sure to include any non-paid experience which is related to the job for which you are applying. If additional space is required, attach a separate sheet.

Title of Position	From Mo Yr	To Mo Yr	Hrs/ Week	Reason for Leaving	Name of Supervisor
REAL ESTATE BROKER	3/17	CURRENT	40	PURSuing DIFFERentFIELD	GERGEN ROBINSON
Name and Address of Company and Type of Business		Describe the work you did:			
John L Scott Olympia 606 Columbia St NW, Olympia WA REAL ESTATE Phone #: 360-200-5333		Planning and executing contracts, forming relationships and conducting promotional events. Understanding real estate contracts, client meetings and explaining the process of buying and selling.			
Title of Position	From Mo Yr	To Mo Yr	Hrs. Per Week	Reason for Leaving	Name of Supervisor
POLICE OFFICER	01/18	02/19	40	TERMINATED	DAN SABOE
Name and Address of Company and Type of Business		Describe the work you did:			
DuPont Police Dept. 1780 Civic Dr DuPont WA CITY GOVERNMENT Phone #: 253-964-7060		Provided public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.			
Title of Position	From Mo Yr	To Mo Yr	Hrs. Per Week	Reason for Leaving	Name of Supervisor
POLICE OFFICER	08/2008	10/16	52	RESIGNED	ADAM SEIB
Name and Address of Company and Type of Business		Describe the work you did:			
LACEY POLICE DEPT 420 College SE SE, Lacey WA CITY GOVERNMENT Phone #: 360-459-4333		Responded to calls for service, completed reports in a timely manner, attended various trainings, investigated crimes, logged evidence, completed collision and incident reports.			
Title of Position	From Mo Yr	To Mo Yr	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Name and Address of Company and Type of Business		Describe the work you did:			
Phone #:					

In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment only upon the basis of qualifications and demonstrated abilities. I understand that all appointments are probationary for a period of twelve (12) months and that, if selected, employment is contingent upon the results of a complete background investigation. I understand that misrepresentation in any of my answers or statements is cause for non-selection, or, if employed, is cause for termination. I understand unless I am applying for a Civil Service position, or there is a written contract to the contrary, I am and will always be employed in an "at will" status. I agree to these conditions, and I hereby certify that all the statements made by me on this application are true and complete to the best of my knowledge. *The City of Tenino maintains a smoke-free/drug-free work environment*

Signature: Cal Halt Date: 9-18-2020