



REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

3:00 PM DECEMBER 5, 2017
BAINBRIDGE ISLAND CITY HALL
280 MADISON AVE. N., BAINBRIDGE ISLAND, WA

AGENDA

Action

1. CALL TO ORDER / ROLL CALL

3:00 PM

Chair: Daniel Reisfeld

Vice Chair: Johanna Vander Stoep

Commissioners: Julie Hersum Richard Daniels Trennon Bird

2. CONFLICT OF INTEREST DISCLOSURE

3:05 PM

3. PUBLIC COMMENT

3:10 PM

4. NEW BUSINESS

3:15 PM

- | | |
|---|--------------------------|
| a. Review November 7, 2017 Meeting Minutes | <i>Consider Approval</i> |
| b. Certify Lateral Oral Board Scores | <i>Consider Approval</i> |
| c. Consider canceling January 2 nd and February 6 th Meetings | <i>Consider Approval</i> |
| d. Consider Scheduling Entry and Lateral Officer Oral Boards | <i>Consider Approval</i> |

5. UNFINISHED BUSINESS

3:30 PM

- | | |
|--|--------------------------|
| a. Consider Out of Region testing option through PST | <i>Consider Approval</i> |
| b. Approval of Findings and Conclusions in the Request of Duncan | <i>Consider Approval</i> |

6. REPORT BY CHIEF OF POLICE

4:15 pm

7. REPORT BY SECRETARY/CHIEF EXAMINER

4:25 PM

8. ADJOURN

4:30 PM

Times listed on this agenda are approximate. Public Comment will be taken following discussion of each New Business item.



Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the S/CE at 206-842-2545 or (arichards@bainbridgewa.gov) by noon on the day preceding the Meeting.



**CIVIL SERVICE COMMISSION
REGULAR MEETING
November 7, 2017
MINUTES**

1. CALL TO ORDER/ROLL CALL

The Civil Service Commission Regular Meeting was called to order in the Council Conference Room at City Hall at 3:03 pm by Chair Daniel Reisfeld. A quorum was present consisting of Johanna Vander Stoep, Julie Hersum, Richard Daniels. Commissioner Trennon Bird was absent.

2. CONFLICT OF INTEREST DISCLOSURE

Each Commissioner reported that no new conflicts of interest had arisen since the last meeting; some commissioners shared important inter-meeting communications.

3. PUBLIC COMMENT

No public comment was given.

4. NEW BUSINESS

- a. Review September 5, 2017 Minutes

MOTION: *I would move that we approve the minutes of the September 5th meeting.*

VANDER STOEP/DANIELS: The motion passed unanimously

- b. Consider Out of Region testing option through PST

This item was moved to the December Regular Meeting agenda for consideration.

- c. Consider setting dates for Lateral Officer Oral Board

MOTION: *I'll make a motion that we schedule a lateral interview board for the 30th of November.*

DANIELS/HERSUM: The motion passed unanimously

5. UNFINISHED BUSINESS

- a. Consider Lateral Candidate Request to Reinstate Name on Lateral Eligibility List

MOTION: *I'll so move that Exhibit A and Exhibit b in regard to the matter of David Duncan be added to the record.*

VANDER STOEP/HERSUM: The motion passed unanimously

MOTION: *I'll make a motion that we adjourn to executive session for the purpose of considering the request of Mr. Duncan for reinstatement.*

The Commission recessed to executive session at 4:12 pm to deliberate under the provisions of RCW 42.30.140(2).

The Commission resumed open session at 4:40 pm.



MOTION: *I will make a motion that we grant the appeal of Mr. Duncan for the reasons discussed in executive session and that we direct the Commission Counsel to summarize the reasons therefor in a memorandum of decision for future approval of the Commission.*

DANIELS/VANDER STOEP: The motion passed unanimously.

6. REPORT BY CHIEF OF POLICE

This item was moved prior to the Commission's recess into executive session. The Chief provided general updates regarding the Police Department.

7. REPORT BY SECRETARY/CHIEF EXAMINER

S/CE Richards provided general updates regarding commission matters.

8. ADJOURNEMENT

The commission adjourned at 4:45 pm.

Daniel Reisfeld, Chair

Amber Richards, Secretary/Chief Examiner

From: [Amber Richards](#)
To: [Amber Richards](#)
Subject: FW: Subscriber Agreement - Bainbridge Island
Date: Wednesday, November 29, 2017 9:42:19 AM



AMBER RICHARDS, MPA

Emergency Management Coordinator

www.bainbridgewa.gov

facebook.com/citybainbridgeisland/

206.780.8629 (office) 206.735.9712 (mobile)

From: Amber Richards
Sent: Monday, November 27, 2017 7:33 AM
To: Daniel Reisfeld <daniel.reisfeld@cobicommittee.email>; Johanna VanderStoep <johanna.vanderstoep@cobicommittee.email>; Julie Hersum <julie.hersum@cobicommittee.email>; Richard Daniels <richard.daniels@cobicommittee.email>; Trennon Bird <trennon.bird@cobicommittee.email>
Cc: 'W. Scott Snyder' <ssnyder@omwlaw.com>
Subject: FW: Subscriber Agreement - Bainbridge Island

Good morning Commissioners and Scott,

Please see below and attached for the information you requested at the November meeting. This will be included in the packet for the upcoming December meeting.

Thanks!

A



AMBER RICHARDS, MPA

Secretary/Chief Examiner

Civil Service Commission

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206.780.8629 (office) 206.735.9712 (mobile)

From: Anne Compaan - PST [<mailto:Anne@PublicSafetyTesting.com>]

Sent: Monday, November 20, 2017 9:07 AM

To: Amber Richards <arichards@bainbridgewa.gov>

Subject: RE: Subscriber Agreement - Bainbridge Island

Hi Amber,

The failure rates are in the attached annual stats from our annual business meeting.

Regarding the PAT for out-of-state police officer candidates, you have two options:

1. Your agency administers the PAT, or
2. Your agency contacts the candidates and advises them to email PST at OOS@publicsafetytesting.com – candidate should tell PST they were asked by your agency to schedule the PAT through PST, and candidate needs to ask PST to schedule them for one of the regular PAT tests on the PST calendar (the candidate can check the testing calendar before contacting PST to see the PAT dates, which are the same dates as police written exam).

Thank you for your questions. Please let me know if you need additional information. We look forward to hearing back from you.

Regards,

Anne Compaan

(in office Tuesday & Wednesday)

Public Safety Testing

20818 44th Avenue West, Suite 160

Lynnwood, WA 98036

Toll Free: 1.866.HIRE-911

Phone: 425.776.9615

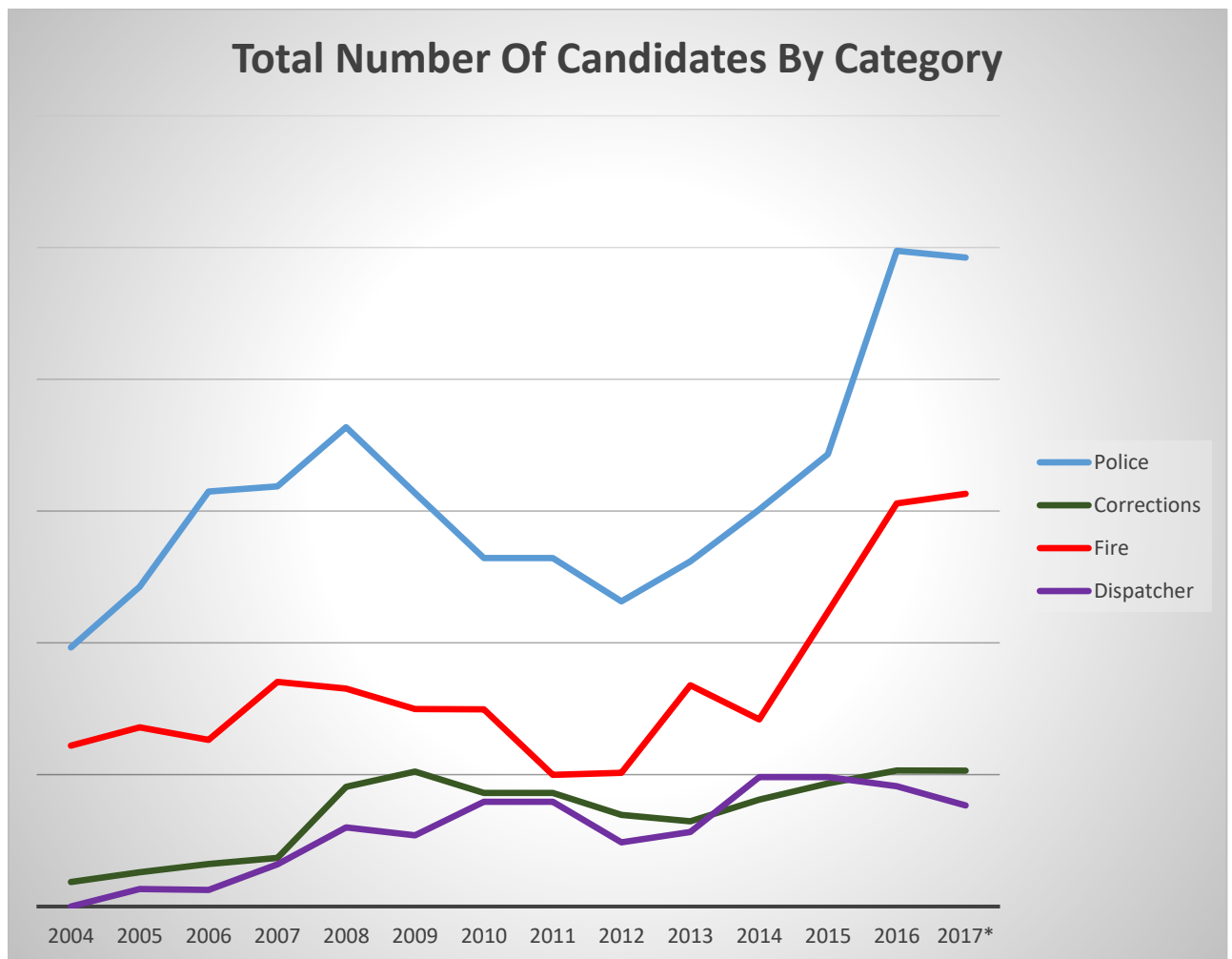
Fax: 425.776.0165

www.PublicSafetyTesting.com

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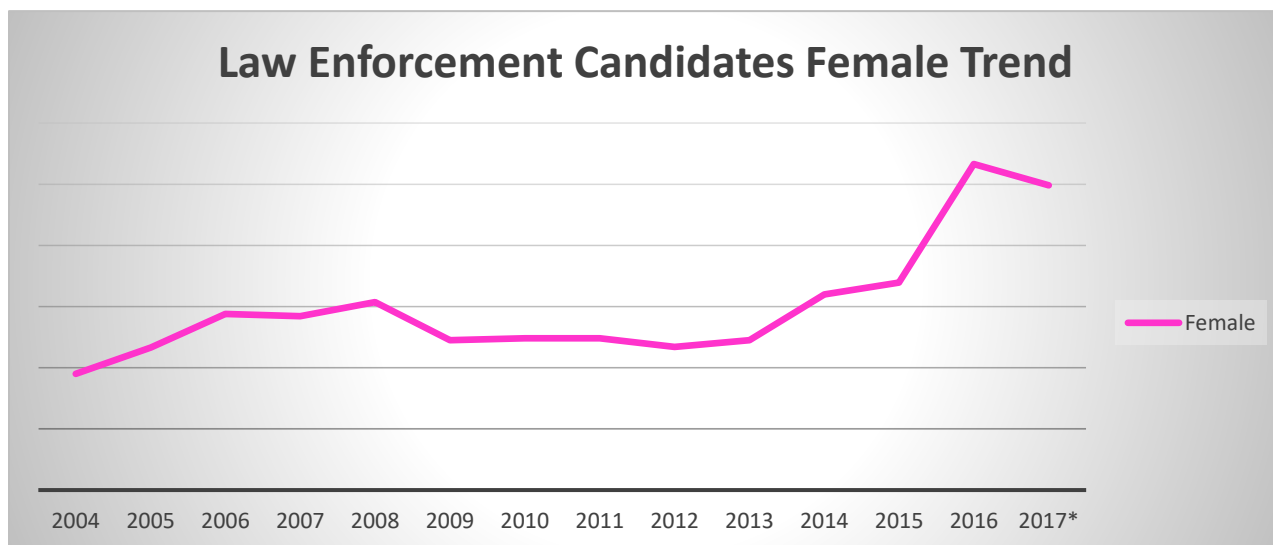
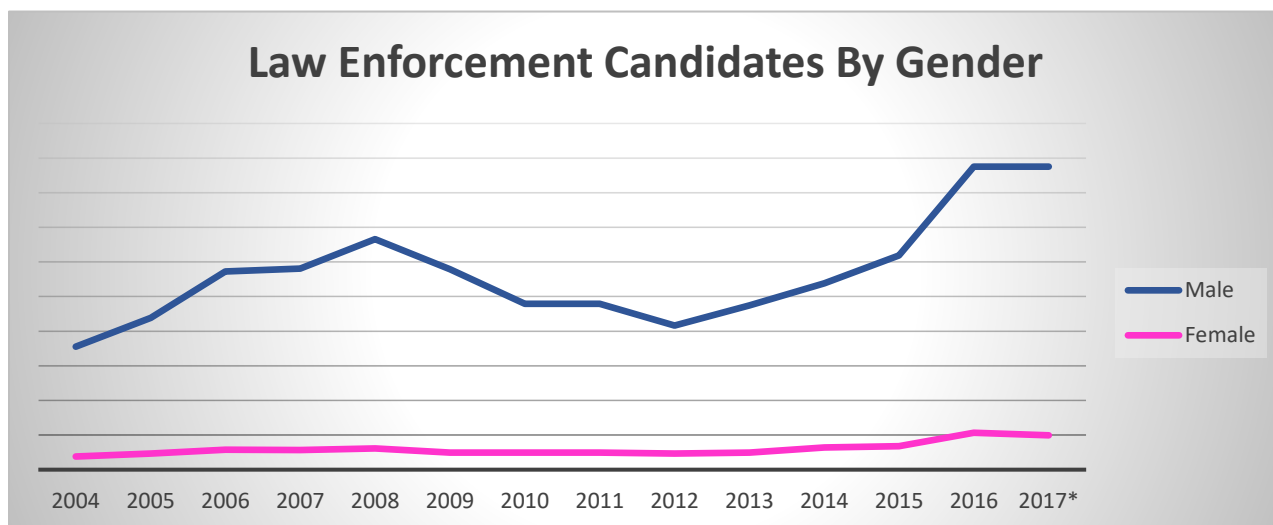
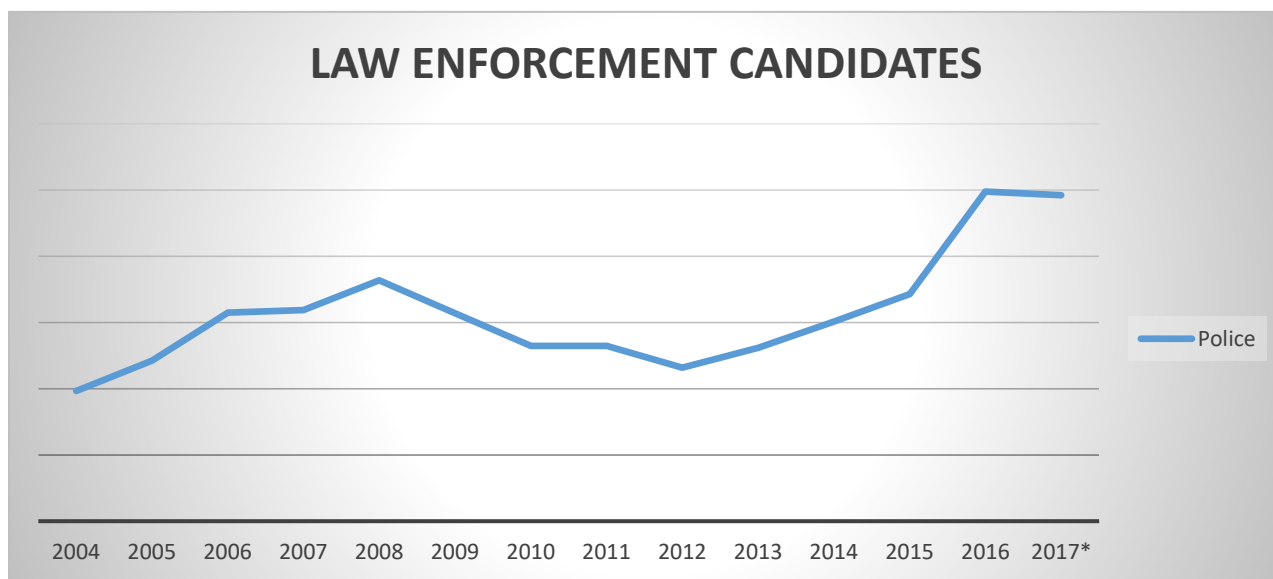


APPLICANT DATA & TRENDS 2013-2017



*2017 data through 6/30/17 & projected through year-end

LAW ENFORCEMENT



*2017 data through 6/30/17 & projected through year-end

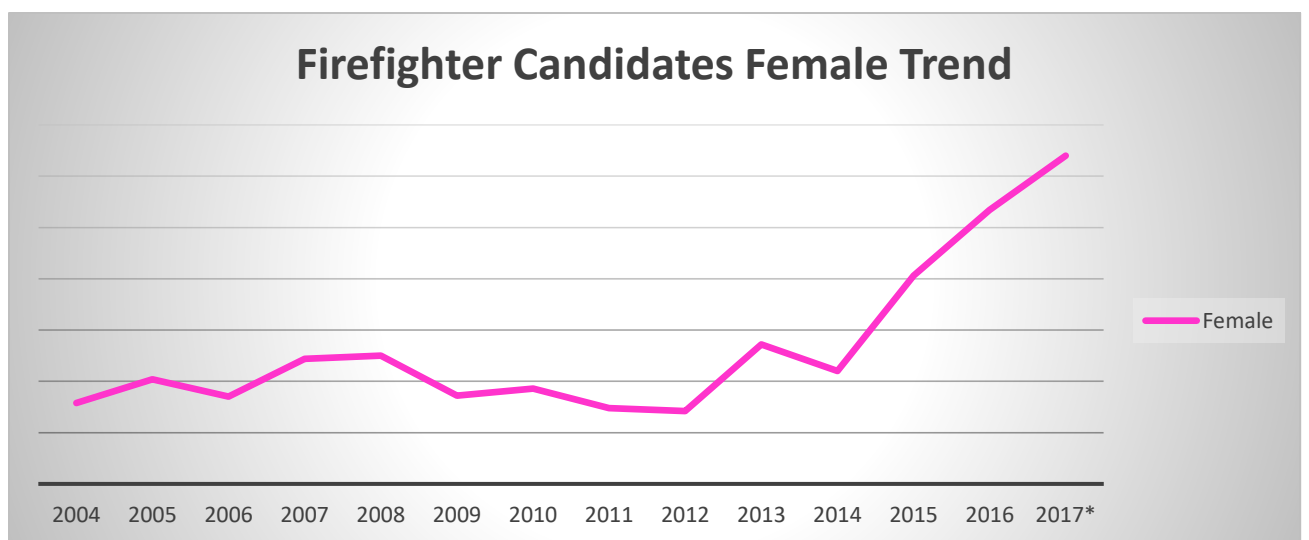
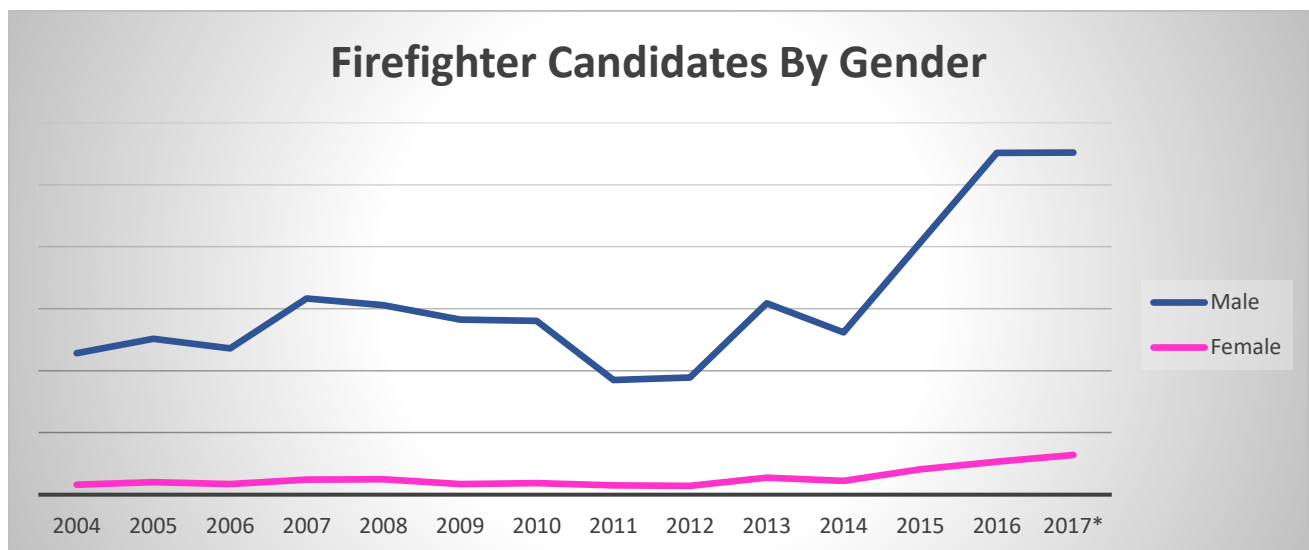
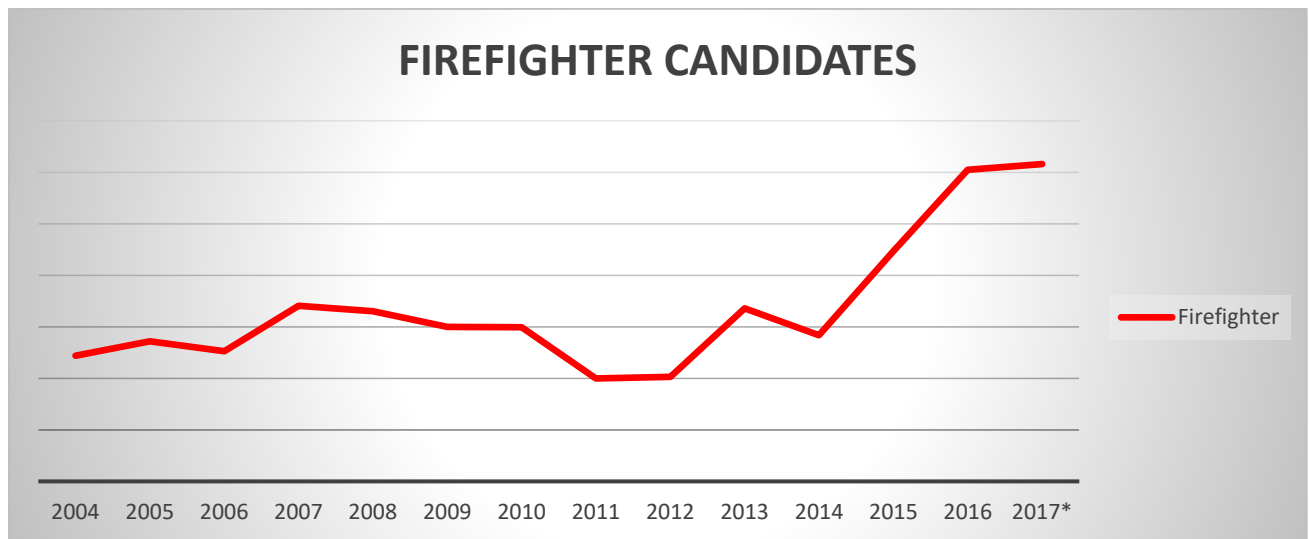
LAW ENFORCEMENT APPLICANTS	2014	2015	2016	2017 Q1-Q2
ALL APPLICANTS				
Male	89.4%	90.1%	87.9%	88.9%
Female	10.6%	9.9%	10.7%	10.1%
NO-SHOWS - WRITTEN EXAM				
All	17.9%	16.5%	15.8%	15.0%
Male	16.9%	15.8%	14.8%	14.8%
Female	26.4%	22.7%	22.1%	15.3%
AVG WRITTEN EXAM SCORE	79.06%	80.16%	78.76%	78.53%

FAIL WRITTEN EXAM				
All	14.9%	13.6%	16.1%	17.6%
Male	14.9%	13.5%	16.2%	17.6%
Female	14.7%	14.1%	14.5%	16.1%

FAIL PHYSICAL ABILITY TEST				
All	11.5%	12.2%	15.0%	18.0%
Male	9.7%	11.3%	13.1%	15.9%
Female	28.5%	21.8%	30.3%	39.6%

FEMALE BY ETHNICITY	2014	2015	2016	2017	2015 WA Census Statewide
White/Caucasian	68.8%	75.2%	73.2%	67.9%	69.8%
African American/Black	4.1%	2.9%	3.6%	2.4%	4.1%
American Indian/Alaskan Native	1.9%	1.8%	1.9%	1.2%	1.9%
Asian	2.8%	2.7%	2.2%	3.6%	8.4%
Hawaiian / Pacific Islander	2.5%	0.8%	0.9%	4.0%	0.7%
Hispanic/Latino	7.3%	8.3%	7.7%	12.0%	12.4%
Two or More Races*	8.2%	7.4%	9.4%	7.2%	4.6%
Unknown	4.4%	0.9%	1.1%	1.6%	NA
MALE BY ETHNICITY	2014	2015	2016	2017	2015 WA Census Statewide
White/Caucasian	73.2%	74.1%	73.1%	71.2%	69.8%
African American/Black	3.4%	3.6%	4.5%	4.3%	4.1%
American Indian/Alaskan Native	0.8%	3.0%	1.1%	0.7%	1.9%
Asian	3.8%	2.9%	3.2%	4.0%	8.4%
Hawaiian / Pacific Islander	1.3%	1.1%	1.4%	1.6%	0.7%
Hispanic/Latino	8.0%	7.1%	9.2%	9.6%	12.4%
Two or More Races*	6.2%	7.6%	7.3%	8.3%	4.6%
Unknown	3.2%	0.5%	0.2%	0.4%	NA

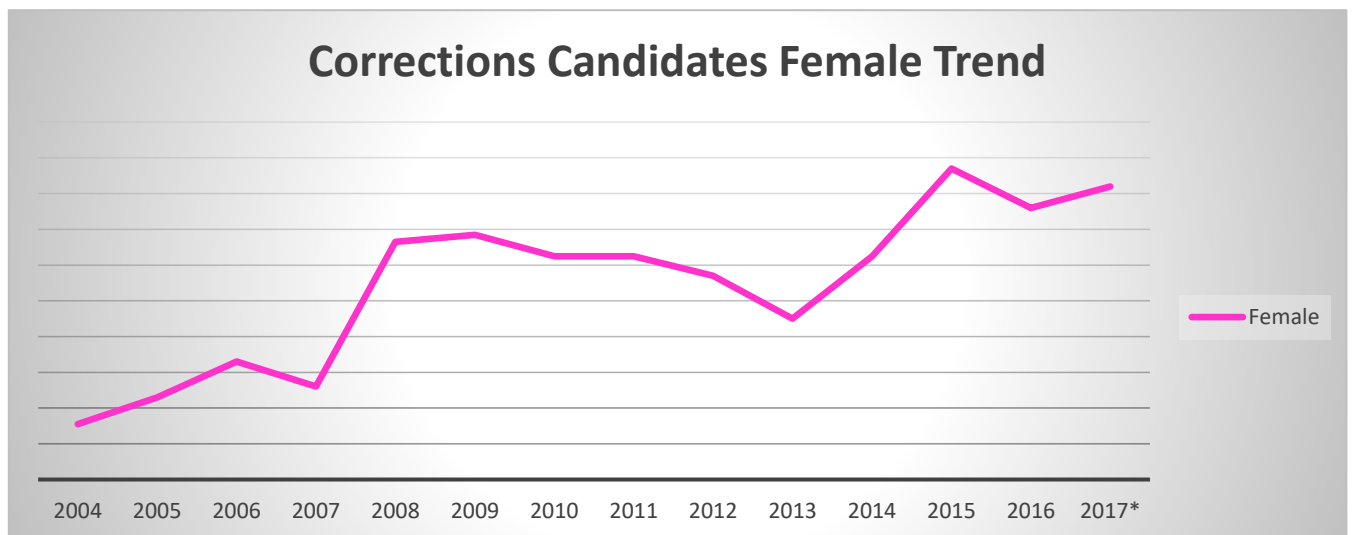
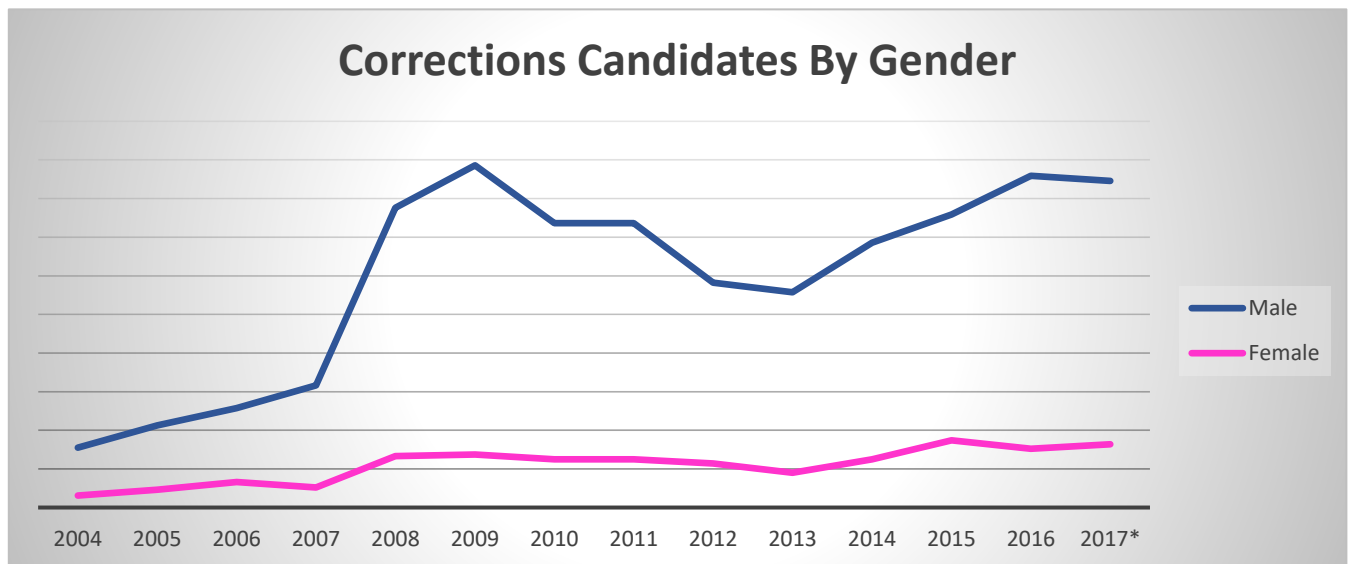
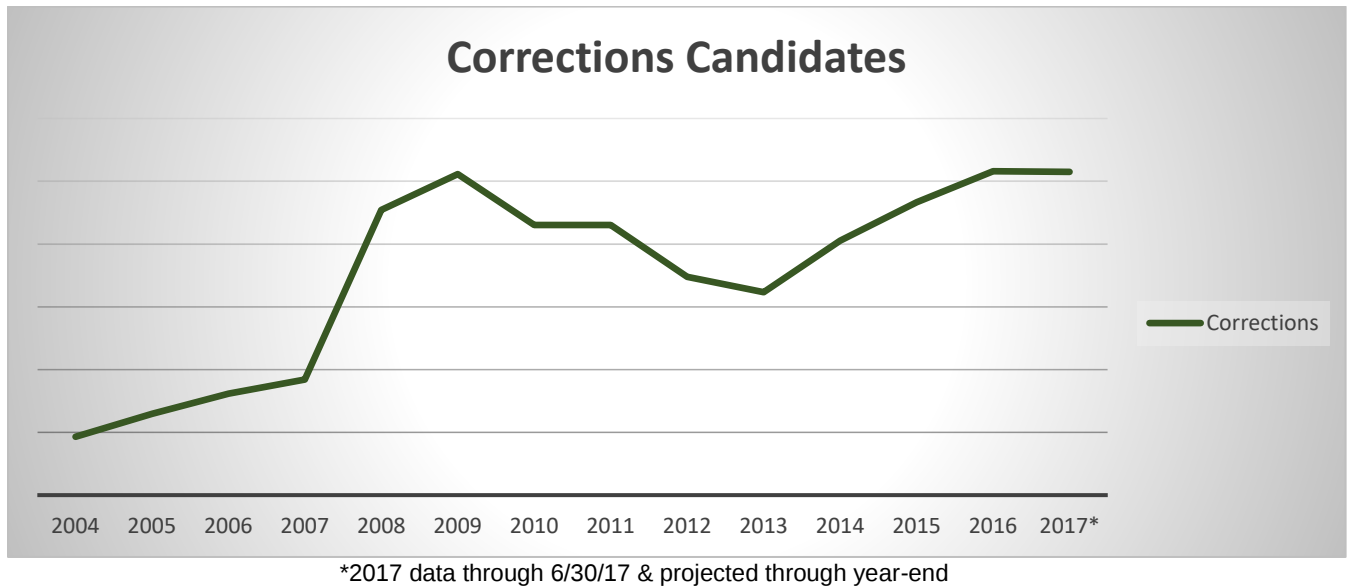
FIREFIGHTER APPLICANTS



*2017 data through 6/30/17 & projected through year-end

FIREFIGHTER APPLICANTS		2014	2015	2016	2017 Q1-Q2	
ALL APPLICANTS						
Male		92.3%	90.9%	89.0%	88.1%	
Female		7.7%	9.1%	8.6%	10.2%	
NO-SHOWS - WRITTEN EXAM	All:	4.7%	5.6%	6.9%	8.9%	
Male		4.1%	5.2%	6.4%	8.0%	
Female		11.8%	10.3%	8.2%	10.6%	
AVG WRITTEN EXAM SCORE		78.99%	79.80%	80.36%	79.41%	
FAIL WRITTEN EXAM	All:	14.3%	14.1%	14.5%	15.4%	
Male		13.9%	14.0%	14.9%	15.8%	
Female		10.0%	15.9%	11.4%	12.6%	
DECLINED CPAT	All:	19.6%	30.2%	28.7%	31.5%	
Male		14.9%	28.7%	27.3%	29.5%	
Female		29.1%	45.3%	39.5%	47.2%	
FAIL CPAT	All:	3.2%	6.3%	5.4%	7.6%	
Male		2.3%	5.3%	3.7%	5.1%	
Female		18.5%	24.6%	26.5%	31.9%	
FEMALE BY ETHNICITY		2014	2015	2016	2017	2015 WA Census Statewide
White/Caucasian		74.5%	79.8%	82.8%	82.5%	69.8%
African American/Black		0.0%	3.4%	2.2%	3.1%	4.1%
American Indian/Alaskan Native		0.0%	3.9%	1.5%	3.1%	1.9%
Asian		1.8%	1.0%	1.5%	0.6%	8.4%
Hawaiian / Pacific Islander		0.9%	0.0%	1.1%	0.0%	0.7%
Hispanic/Latino		0.9%	2.5%	1.5%	3.8%	12.4%
Two or More Races*		7.3%	7.9%	9.0%	6.3%	4.6%
Unknown		14.5%	1.5%	0.4%	0.6%	NA
MALE BY ETHNICITY		2014	2015	2016	2017	2015 WA Census Statewide
White/Caucasian		71.8%	84.1%	81.2%	81.2%	69.8%
African American/Black		2.1%	2.2%	2.4%	2.8%	4.1%
American Indian/Alaskan Native		1.3%	2.0%	1.3%	1.2%	1.9%
Asian		2.1%	1.6%	2.6%	2.5%	8.4%
Hawaiian / Pacific Islander		1.6%	1.2%	1.5%	0.7%	0.7%
Hispanic/Latino		4.1%	2.0%	4.2%	4.2%	12.4%
Two or More Races*		5.3%	5.9%	6.3%	7.2%	4.6%
Unknown		11.8%	1.1%	0.5%	0.3%	NA
FEMALE BY CERTIFICATION		2014	2015	2016	2017	
EMT Certified		61.0%	52.2%	52.1%	61.3%	
Firefighter 1 Certified		33.3%	20.7%	24.0%	22.5%	
Paramedic Certified		9.7%	13.8%	9.4%	8.1%	
MALE BY CERTIFICATION		2014	2015	2016	2017	
EMT Certified		58.1%	60.2%	43.9%	53.7%	
Firefighter 1 Certified		43.0%	41.5%	28.5%	33.6%	
Paramedic Certified		8.4%	11.4%	6.2%	7.2%	

CORRECTIONS APPLICANTS



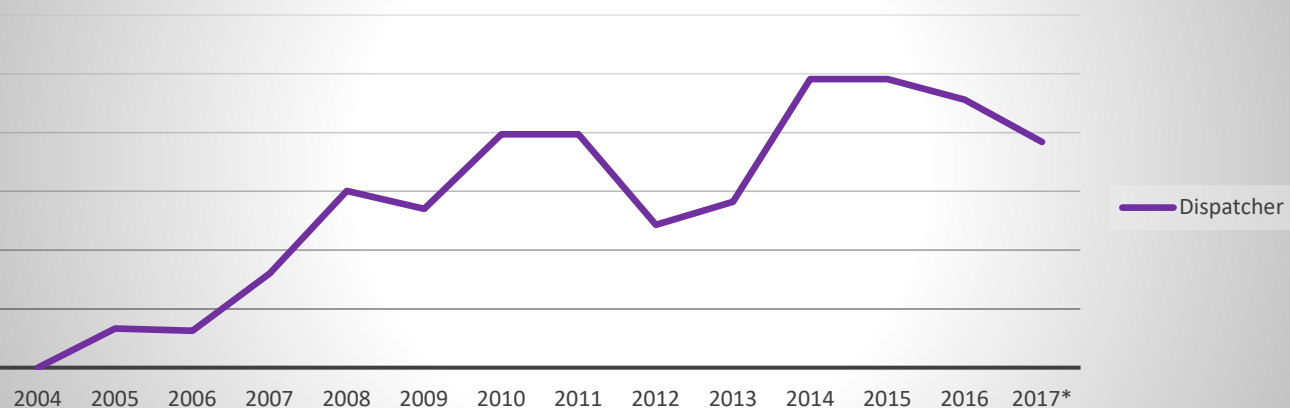
*2017 data through 6/30/17 & projected through year-end

CORRECTIONS APPLICANTS	2014	2015	2016	2017 Q1-Q2
ALL APPLICANTS				
Male	84.6%	81.4%	83.2%	82.1%
Female	15.4%	18.6%	14.7%	15.9%
NO-SHOWS - WRITTEN EXAM				
All	19.2%	21.4%	14.2%	17.5%
Male	17.5%	18.7%	12.7%	14.9%
Female	28.8%	25.3%	21.7%	25.6%
AVG WRITTEN EXAM SCORE	75.47%	76.07%	75.79%	
FAIL WRITTEN EXAM				
All	26.1%	23.3%	24.5%	21.6%
Male	25.8%	22.3%	23.9%	22.2%
Female	28.1%	27.9%	22.7%	14.8%
FAIL PHYSICAL ABILITY TEST				
All	5.4%	7.8%	7.0%	7.7%
Male	4.3%	5.3%	6.0%	6.9%
Female	12.5%	20.5%	14.1%	11.8%

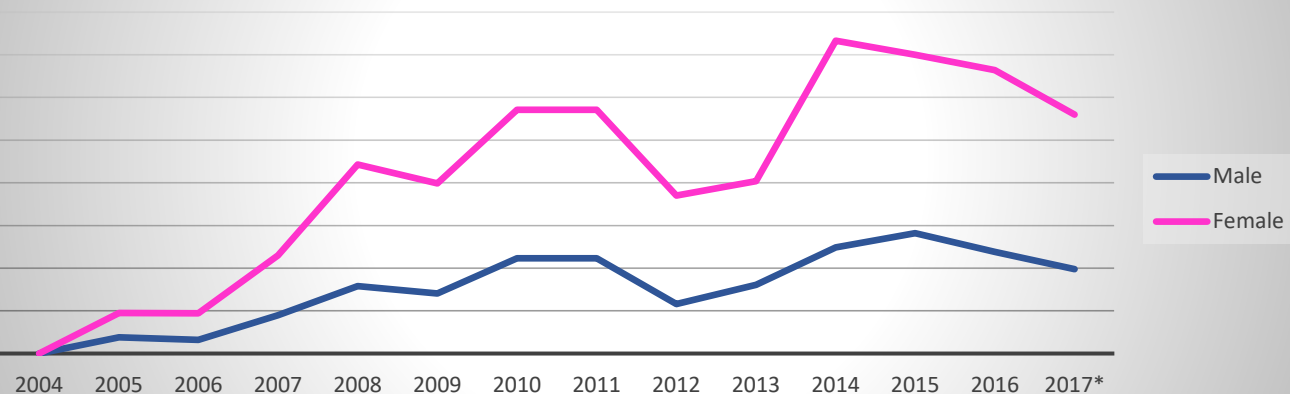
FEMALE BY ETHNICITY	2014	2015	2016	2017	2015 WA Census Statewide
White/Caucasian	62.4%	66.1%	65.8%	63.4%	69.8%
African American/Black	4.8%	3.4%	7.9%	4.9%	4.1%
American Indian/Alaskan Native	1.6%	4.0%	1.3%	1.2%	1.9%
Asian	3.2%	0.6%	2.0%	2.4%	8.4%
Hawaiian / Pacific Islander	2.4%	0.6%	0.7%	3.7%	0.7%
Hispanic/Latino	8.8%	11.5%	11.2%	15.9%	12.4%
Two or More Races*	8.8%	10.9%	8.5%	7.3%	4.6%
Unknown	8.0%	2.9%	2.6%	1.2%	NA
MALE BY ETHNICITY	2014	2015	2016		2015 WA Census Statewide
White/Caucasian	65.5%	70.4%	65.0%	70.2%	69.8%
African American/Black	7.1%	6.5%	6.3%	5.4%	4.1%
American Indian/Alaskan Native	1.2%	2.2%	1.3%	0.5%	1.9%
Asian	3.8%	2.9%	3.3%	2.6%	8.4%
Hawaiian / Pacific Islander	1.5%	1.8%	1.3%	2.4%	0.7%
Hispanic/Latino	10.3%	9.1%	12.0%	10.9%	12.4%
Two or More Races*	6.4%	5.5%	9.8%	7.0%	4.6%
Unknown	4.2%	1.6%	1.0%	0.0%	NA

DISPATCHER APPLICANTS

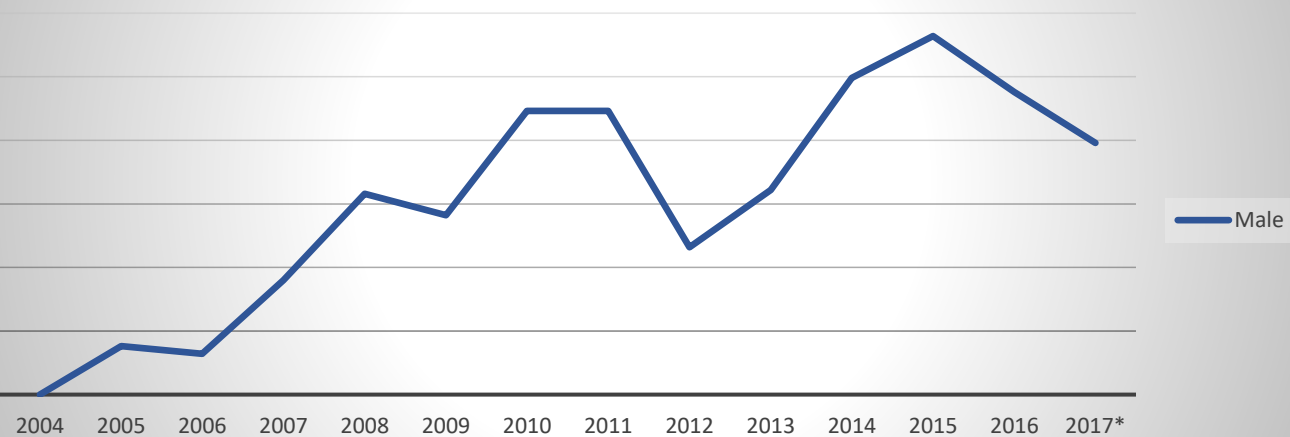
DISPATCHER CANDIDATES



Dispatcher Candidates By Gender



Dispatcher Candidates Male Trend



*2017 data through 6/30/17 & projected through year-end

DISPATCHER APPLICANTS	2014	2015	2016	2017 Q1-Q2	
ALL APPLICANTS					
Male	25.4%	28.7%	26.1%	25.8%	
Female	74.6%	71.3%	72.8%	72.9%	
NO-SHOWS - WRITTEN EXAM					
All	25.2%	26.2%	28.3%	24.0%	
Male	25.3%	25.9%	25.2%	15.2%	
Female	25.1%	26.3%	28.9%	26.1%	
AVG WRITTEN EXAM SCORE	81.22%	81.05%	82.38%	83.31%	
FAIL WRITTEN EXAM					
All	13.7%	10.8%	13.8%	13.0%	
Male	12.1%	9.9%	11.2%	8.3%	
Female	10.3%	11.1%	14.6%	15.0%	
FEMALE BY ETHNICITY	2014	2015	2016	2017	2015 WA Census Statewide
White/Caucasian	76.9%	77.1%	74.4%	80.4%	69.8%
African American/Black	2.0%	3.4%	3.3%	3.2%	4.1%
American Indian/Alaskan Native	1.1%	1.7%	1.7%	1.1%	1.9%
Asian	3.3%	2.4%	2.7%	2.9%	8.4%
Hawaiian / Pacific Islander	0.7%	1.3%	2.6%	0.4%	0.7%
Hispanic/Latino	4.1%	3.7%	4.5%	6.4%	12.4%
Two or More Races*	6.5%	9.0%	10.2%	5.7%	4.6%
Unknown	5.3%	1.3%	0.6%	0.0%	NA
MALE BY ETHNICITY	2014	2015	2016	2017	2015 WA Census Statewide
White/Caucasian	73.5%	72.7%	71.4%	77.8%	69.8%
African American/Black	3.2%	2.8%	5.0%	2.0%	4.1%
American Indian/Alaskan Native	1.3%	2.5%	0.8%	1.0%	1.9%
Asian	6.5%	5.0%	3.8%	9.1%	8.4%
Hawaiian / Pacific Islander	1.9%	2.1%	0.4%	0.0%	0.7%
Hispanic/Latino	7.1%	6.7%	5.5%	2.0%	12.4%
Two or More Races*	3.2%	7.1%	10.9%	5.1%	4.6%
Unknown	3.2%	1.1%	2.1%	3.0%	NA

ALL APPLICANTS BY CATEGORY

January 1, 2016 - June 30, 2017

	All Corrections Officer Applicants	All Law Enforcement Applicants	All Dispatcher Applicants	All Firefighter Applicants	State of Washington 2015 Census
African American/Black	6.2%	4.3%	3.5%	2.5%	4.1%
American Indian/Alaska Native	1.1%	1.1%	1.3%	1.3%	1.9%
Asian	3.0%	3.4%	3.5%	2.5%	8.4%
Hawaiian or Pacific Islander	1.7%	1.5%	1.5%	1.2%	0.7%
Hispanic/Latino	11.9%	9.4%	5.0%	4.0%	12.4%
White/Caucasian	67.0%	72.6%	76.1%	81.7%	69.8%
Two or More Races	9.1%	7.7%	9.1%	6.8%	4.6%
FEMALE	15.2%	10.6%	74.1%	9.4%	50.0%

DRAFT
BEFORE THE CITY OF BAINBRIDGE ISLAND
CIVIL SERVICE COMMISSION

WHEREAS, a lateral candidate (“Candidate”) was removed from an eligibility list for a position as police officer with the Bainbridge Island Police Department by the Secretary/Chief Examiner based upon the application of Rule 9.6 of the Civil Service Commission; and

WHEREAS, pursuant to that rule the Candidate has appealed his removal and requested reinstatement to the list; and NOW, THEREFORE,

The Bainbridge Island Civil Service Commission hereby determines as follows:

1. Procedural History.

1.1 Lateral Candidate David Duncan (herein “Candidate”) applied and tested for the position of a lateral police officer with the City of Bainbridge Island (hereinafter “Appointing Authority”). Based upon his scores, the Candidate was certified to an eligibility list on August 1, 2017. On August 8, 2017, the Candidate communicated with Detective Sergeant Weiss of the Bainbridge Island Police Department, indicating his decision “to stay.” requesting removal from the eligibility list. Detective Sergeant Weiss communicated that desire to the Secretary/Chief Examiner on August 8 as a request to be removed from the eligibility list. Based upon that request, the Candidate’s name was removed from the eligibility roster for the lateral police officer position.

1.2 On August 17, 2017, the Candidate requested reinstatement to the eligibility list.

2. Findings. The Commission finds as follows:

2.1 The Candidate communicated his desire “to stay” in his current situation. The Secretary/Chief Examiner processed that request pursuant to the provisions of Civil Service Rule 9.6 and specifically Civil Service Rule 9.6.3 which states that “requests to be removed from the eligibility list” are a basis for removal from the list on the action of the Secretary/Chief Examiner.

2.2 The record before the Commission does not indicate a request by the Candidate to be removed from the eligibility list.

2.3 The Chief as head of the Police Department (“Appointing Authority”) did not formally request removal of the Candidate pursuant to Rule 9.6.

3. Conclusions. The Commission finds and concludes that:

3.1 The purpose of removal from the eligibility list pursuant to Rule 9.6 is to provide the Chief as the head of the Appointing Authority an adequate opportunity to exercise his right pursuant to the Rule of Three and Civil Service Rule 10.3.

3.2 Rule 9.6 provides that “on the request of the Appointing Authority” the Secretary/Chief Examiner may remove names from the list when the Secretary/Chief Examiner determines that an applicant has requested to be removed from the eligibility list.

3.3 The record before the Commission does not reflect a request from the Candidate for removal from the eligibility list.

3.4 The request for removal from the list was not conveyed to the Secretary/Chief Examiner by the Chief and does not represent his determination as the head of the Appointing Authority that the individual named should be removed nor does it represent the Appointing Authority’s request.

3.5 While the Commission finds that under the circumstances, the Secretary/Chief Examiner acted in accordance with the information available to her following hearing, the Commission concludes that good cause exists to restore the name of the applicant to the list.

3.6 Good cause is found based upon:

3.6.1 The Candidate did not request removal of his name and the Chief did not request removal.

3.6.2 Lack of any indication in the record that the applicant has ceased to possess the qualifications necessary to serve as a police officer of the City of Bainbridge Island.

3.6.3 The lack of any record indicating that the Candidate’s test scores and other materials do not remain valid.

4. Decision. The Commission finds that good cause exists to restore the Candidate to the eligibility list effective on the date of this decision on October 31, 2017. The appeal is upheld.

DATED: _____, 2017.

BAINBRIDGE ISLAND CIVIL
SERVICE COMMISSION

By: _____
Secretary/Chief Examiner