



CITY OF BAINBRIDGE ISLAND

SPECIAL MEETING OF THE CIVIL SERVICE COMMISSION

8:00 AM – NOVEMBER 4, 2014
BAINBRIDGE ISLAND CITY HALL
280 MADISON AVE. N., BAINBRIDGE ISLAND, WA

AGENDA

Action

1. CALL TO ORDER / ROLL CALL

8:00 AM

Chair: Richard Daniels

Vice Chair: Trennon Bird

Commissioners: Katherine Dunn Robert Killian Daniel Reisfeld

2. CONFLICT OF INTEREST DISCLOSURE

8:05 AM

3. PUBLIC COMMENT

8:10 AM

4. REPORT CHIEF OF POLICE

8:15 AM

5. REPORT BY SECRETARY/CHIEF EXAMINER

8:30 AM

6. NEW BUSINESS

8:40 AM

- | | |
|--|--------------------------|
| a. Consider approval of October 7, 2014 Minutes | <i>Consider Approval</i> |
| b. Consider approval of October 14, 2014 Minutes | <i>Consider Approval</i> |
| c. Consider rescheduling Dec 4, 2014 Special Meeting | <i>Consider Approval</i> |

7. EXECUTIVE SESSION – REVIEW QUALIFICATIONS OF AN APPLICANT FOR EMPLOYMENT

8:50 AM

8. UNFINISHED BUSINESS

11:50 AM

- | | |
|---|--------------------------|
| a. Consider approval of entry level test question bank | <i>Consider Approval</i> |
| b. Consider approval of lateral test question bank | <i>Consider Approval</i> |
| c. Consider approval of supervisory promotional examination | <i>Consider Approval</i> |

All times listed are approximate. Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the Secretary/Chief Examiner Amber Richards at 206.780.2545 or arichards@bainbridgewa.gov by noon the day preceding the Meeting.



CITY OF BAINBRIDGE ISLAND

9. PRESENTATION

12:00PM

- a. Open Public Meetings Act Training – Lisa Marshall

Discussion

10. ADJOURN

12:30 PM



CITY OF BAINBRIDGE ISLAND

CIVIL SERVICE COMMISSION
SPECIAL MEETING
OCTOBER 7, 2014

MINUTES

1. CALL TO ORDER/ROLL CALL

The Civil Service Commission Special Meeting was called to order in the Council Conference Room at City Hall at 9:04 am by Chair Rich Daniels. A quorum was present consisting of Commissioners Trennon Bird, Kathy Dunn, Rob Killian, and Dan Reisfeld.

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

There was no public comment.

4. EXECUTIVE SESSION – REVIEW QUALIFICATIONS OF AN APPLICANT FOR EMPLOYMENT

The Commission adjourned into Executive Session at 9:06 am.

The Commission resumed Open Session at 12:18 pm.

No action was taken.

5. NEW BUSINESS

5a. Review interview questions for entry and lateral candidates

No action taken – item will be considered at next meeting.

6. UNFINISHED BUSINESS

6a. Dismiss Yates Appeal Hearing

Motion: *So moved*

DUNN/BIRD: The motion passed 5-0.

The meeting was adjourned at 12:20 pm.

Richard Daniels, Chair

Amber Richards, Secretary/Chief Examiner



CITY OF BAINBRIDGE ISLAND

CIVIL SERVICE COMMISSION
REGULAR MEETING
OCTOBER 14, 2014

MINUTES

1. CALL TO ORDER/ROLL CALL

The Civil Service Commission Special Meeting was called to order in the Council Conference Room at City Hall at 9:03 am by Chair Rich Daniels. A quorum was present consisting of Commissioners Trennon Bird, Kathy Dunn, Rob Killian, and Dan Reisfeld.

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

There was no public comment.

4. APPROVE REGULAR MEETING MINUTES – SEPTEMBER 9, 2014

Motion: *So moved.*

KILLIAN/DUNN: The motion passed 5-0.

5. PRESENTATIONS

a. Ethics Training – Michael Yesley, Ethics Board

Michael Yesley provided an overview of the City's ethics program and highlighted areas applicable to the Civil Service Commission. Mr. Yesley answered the Commissioners questions regarding the Ethics Program.

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b. ~~OPMA Training – Lisa Marshall, City Attorney~~

Item was rescheduled – will be conducted at November Regular Meeting.

6. NEW BUSINESS

a. Consider revision to Agency Disqualifiers

Changes to the Agency Disqualifiers were discussed and a revised draft will be sent to the City Attorney for legal review. Adoption will be considered at the next meeting.

b. Consider date change for November Regular Meeting

The November Regular meeting falls on a holiday. The Commission considered holding a Special Meeting on November 4th, 9:00 am.

MOTION: *All in favor of the 4th*

DUNN/KILLIAN: The motion passed 5-0

c. Consider date change for December Regular Meeting

S/CE Richards will be out of town for the December Regular Meeting. The Commission considered holding a Special Meeting on December 4th, 9:00 am.

MOTION: Official motion was made in the motion under item 8.

~~d. Discuss classification plan for Sergeant position~~

Item was rescheduled and will be considered at the next regular meeting.

7. EXECUTIVE SESSION – REVIEW QUALIFICATIONS OF AN APPLICANT FOR EMPLOYMENT

The Commission adjourned into Executive Session at 11:27 am.

The Commission resumed Open Session at 11:51 pm.

No action was taken.

8. UNFINISHED BUSINESS

a. Consider setting oral interview schedule

The considered setting dates for oral interviews as follows: December 2nd - Entry Level Oral Interviews, December 3rd - Lateral Oral Interviews.

MOTION: I move to have the oral interviews on the 2nd and 3rd and the Special Meeting on the 4th.

KILLIAN/REISFELD: The motion passed 5-0.

~~b. Consider promotional examination options~~

Item was rescheduled and will be considered at the next regular meeting.

9. REPORT BY CHIEF OF POLICE

Chief Hamner discussed the status of Lexipol implementation.

Chief Hamner discussed the recent tasing incident and actions that the department is taking to have it reviewed by CJTC for possible lessons learned.

10. REPORT BY SECRETARY/CHIEF EXAMINER

a. Update on Entry Level Officer List

S/CE Richards provided an update regarding the status of the Entry Level List

b. Update on Lateral Officer List

S/CE Richards provided an update regarding the status of the Lateral Officer List

11. ADJOURNEMENT

The meeting was adjourned at 12:00 pm.

Richard Daniels, Chair

Amber Richards, Secretary/Chief Examiner



September 16, 2014

Ms. Amber Richards
Civil Service Examiner
City of Bainbridge Island

VIA Email

Dear Ms. Richards,

It is our pleasure to offer promotional testing services to the City of Bainbridge Island. Please find attached our proposal to conduct promotional testing selection processes for the position of Police Sergeant.

The professional services to be performed, the related costs, and the City of Bainbridge Island's responsibilities are outlined in the following pages.

Public Safety Testing is committed to ensuring that the promotional and assessment center processes are valid, defensible and current to today's professional standards. Though our promotional system is a product of years of experience and uses contemporary professional standards, it is uniquely customized to the City of Bainbridge Island Police Department through close collaboration and partnership.

Thank you for the opportunity to be of service to City of Bainbridge Island. Please contact me at 425.776.9615 (or email: jon@publicsafetytesting.com) if you have any questions or need any additional information.

Best regards,

A handwritten signature in blue ink, appearing to read "Jon Walters", with a stylized flourish at the end.

Jon Walters
President



**A proposal to
CITY OF BAINBRIDGE ISLAND
for the development and management of promotional testing for
POLICE SERGEANT**

Scope of Services Provided by Public Safety Testing, Inc:

Public Safety Testing offers to develop and administer an assessment center and promotional process for the City of Bainbridge Island Civil Service Commission & City of Bainbridge Island Police Department (hereinafter "City"). Public Safety Testing (hereinafter "PST") will apply the guidelines as adopted by the International Congress on Assessment Centers and the recommendations provided by the International Association of Chiefs of Police related to the development and management of assessment centers.

Methodology for Service

The project shall consist of three basic phases:

1. Test Preparation
2. Test Administration
3. Post-Test Activities

Phase One: Test Preparation

On-site meetings with the appropriate personnel from the City are held to:

- Determine the City of Bainbridge Island's specific needs and components of the assessment center;
- Create a calendar of tasks, benchmarks and a schedule to deliver the promotional test;
- Identify the behavioral dimensions to be measured in the assessment center;
- Provide written summaries of decisions as the process develops;
- Survey department members currently serving in the position being tested for to identify the critical tasks being performed;
- Survey the management/leadership team to identify essential supervisory & administrative skills and abilities of a newly promoted manager. These will create the unique weighting of the behavioral dimensions that is specifically relevant to the City of Bainbridge Island;

- Provide a description of typical categories and examples of exercises that can be used in the promotional process. City of Bainbridge Island chooses the exercises and these are tailored with information provided by City to fit their specific environment and needs;
- Create a scoring map that places the weighted behavioral dimensions in specific exercises;
- Build the exercises that uses information specific to your community and agency and uses the results of the survey used above,
- PST will become familiar with, and will follow the City of Bainbridge Island Civil Service Rules when developing and administering the test. The City of Bainbridge Island Civil Service Commission shall be responsible for notifying PST of any unusual or special process or limitation of their rules, contractual agreements or policies that are related to the development and delivery of the test, and
- Finalize the assessment center's exercises and schedule with the City's subject matter expert(s) for **Phase Two**.

Phase Two: Test Administration

PST will facilitate and manage the assessment center process, including:

- Conduct one 3-hour long "Candidate's Workshop" that provides an overview of the testing process, tips for success, and pitfalls to avoid;
- Conduct a training workshop for the assessors and role players the City of Bainbridge Island has selected before the test date. The training shall include guidelines in scoring, pitfalls to avoid in assessing and a practice session of scoring an exercise. Only trained assessors will participate in the testing process;
- Provide all of the typical equipment, supplies and materials for the training, orientation and testing process. The City may be asked to provide specific equipment related to exercises;
- Create the grading process that conforms to the City of Bainbridge Island Civil Service Commission's rules;
- Through an empirical process that incorporates the candidate's performance, the weighted dimensions, and the City of Bainbridge Island Civil Service Commission's rules, create a final rank order listing of the candidates tested;
- Survey each candidate for their observations of the promotional process and assessment center's relevance to the position being tested for; and
- Survey the assessors for their observations and seek opportunities to continuously improve the process.

Phase Three: Post Test Activities

- Each candidate receives the written commendations and recommendations that are created by the assessors. These are separate from the objective score sheets and are intended to assist the candidate in their professional development; and
- Provide the City of Bainbridge Island Civil Service Commission with all the documents related to testing, training and the scoring of candidates. This typically includes: the instructions for each exercise, original copies of the score sheets for each candidate created by the assessors, a matrix of the weighted dimensions as they were applied to each exercise, a copy of the raw scores for each candidate in each exercise and for each dimension, the assignment sheet of candidates to letter designators with corresponding photographs, a copy of the training outline provided to the assessors, a copy of the training outline provided to the candidates, a copy of the test schedule, and a copy of the written comments made by the assessors to each candidate.
- PST shall appear in any City of Bainbridge Island administrative or civil service proceeding in order to testify to and provide any and all necessary information to document the validity of the testing process, to participate in the defense of the testing process conducted by PST pursuant to this Agreement and to otherwise provide any information necessary to the Civil Service Commission to evaluate challenges to or appeals from the testing process. PST shall appear at local proceeding(s) without additional charge to City of Bainbridge Island.

Indemnity and Hold Harmless

The parties agree and hold harmless each other, their officers, agents and employees in accordance with the following provisions:

1. PST shall indemnify and hold harmless the City of Bainbridge Island, its employees and agents from any and all costs, claims or liability arising from:
 - a. Violation of any copyright agreement or statute relating to the use and administration of the tests or other written materials herein provided for;
 - b. Any cost, claim or liability arising from or out of the claims of an employee, agent or sub-contractor to the end that PST shall be an independent Contractor and the City of Bainbridge Island shall be relieved of any and all claims arising from or relating to such employment relationships or contracts between PST and third parties;
 - c. The alleged negligent or tortious act of PST in the provision of services under this Agreement.

- d. Solely for the purposes of this indemnification provision, PST expressly waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.
2. The City of Bainbridge Island shall indemnify and hold harmless PST, its officers, agents and employees from any and all cost, claim or liability arising from or out of the alleged negligent or tortious act of the City of Bainbridge Island in the provision of services hereunder.
3. These indemnification provisions shall survive the expiration or termination of this Agreement.

Resources to be provided by the CITY OF BAINBRIDGE ISLAND:

The City of Bainbridge Island shall agree to:

- Provide to PST a copy of those sections of your Civil Service Rules and if applicable, your collective bargaining agreement, that relate to this promotional testing process.
- Provide a Subject Matter Expert(s) to assist in the development of the exercises, distribute and collect surveys that provide an analysis of the position being tested for, and distribute and collect a survey that provides the relative importance of the supervisory dimensions to be measured in the assessment center. The work of the Subject Matter Expert will happen on or before the agreed upon deadlines. The Subject Matter Expert will be available on the day of testing as a resource to answer questions;
- Obtain a minimum of two (2) qualified assessors per exercise and role players if necessary. PST will work with the City to assist in the identification of appropriate assessors;
- Have the appropriate supervisory and management personnel participate in the surveys of the job task analysis and the behavioral dimensions;
- Provide the physical facilities appropriate for the Candidate Workshop, the Assessor Training and the assessment center (including the selected exercises). Provide meals, refreshments and beverages for the assessors, the PST staff and the candidates;
- At the end of the final day of testing, agencies find it very beneficial to have the department head and management team present during the discussion with the assessors to hear comments and insights about the candidates;
- If necessary, cover the costs of the assessors; and
- Pay any travel-related expenses for the PST staff.

Termination of this Project

PST and the City of Bainbridge Island acknowledge that either party may terminate this project at any time with or without cause. Upon termination, the City of Bainbridge Island shall be liable for the amortized remainder of the professional fees, if any, from the effective date of the termination notice based on the percentage of completion of duties listed above. In the event of a termination, both parties will agree upon the fees, if any.

Professional Fees (PLEASE INDICATE THE SERVICES YOU WISH):

POLICE SERGEANT

For up to 8 candidates (1-day A/C)

☐ 4 Exercises, \$5,900

☐ 5 Exercises, \$7,300

For 9-16 candidates (2-day A/C)

☐ 4 Exercises, \$7,900

☐ 5 Exercises, \$9,300

Plus, PST staff's travel expenses, using the federal mileage and per diem rates for your agency's location, and lodging. Currently (2014) these rates are \$0.56 per mile and \$46 per day for meals.

These figures include all of the costs associated with the development and execution of the promotional test process unless defined above and/or specifically approved in advance by City of Bainbridge Island.

Additional Services: Assessment centers developed by PST are not “off the shelf” products and are highly customized for the client agency. Our testing model also includes options the client may wish to consider.

☐ **Profiles XT Job Match.** The ProfileXT is a state of the art occupational assessment tool used to measure how well an individual fits a specific job in your organization. The job-matching feature enables you to evaluate an individual relative to the qualities required to successfully perform in a specific job. Through job analysis and other features, a model is created of the ideal candidate. When your candidates complete this assessment, their individual results are compared to the model and you are provided a detailed report on how the candidate compares (% match). **\$225 Per Candidate**

☐ **Additional Candidate’s Workshops:** One orientation workshop is included for each assessment center. Additional workshop(s) are available if needed to accommodate the schedules of candidates. **\$300 each session**

☐ **Work Performance Rating:** A unique method to incorporate the candidate’s prior work performance into the promotional testing process. This is separate from our assessment center exercises and clients determine the weight of this event. This process uses documentation, surveys and a facilitated discussion with the candidate’s supervisors to place scores on five performance dimensions:

1. Demonstrates Ethical Behavior
2. Demonstrates Agency’s Mission & Values
3. Quality of Work
4. Quantity of Work
5. Demonstrates Leadership

1-8 Candidates @ \$1,800

9-16 Candidates @ \$2,800

☐ **Written Examination:** A semi-customized written examination for WA state law enforcement first line supervisor. Resource materials include RCW’s, Law Enforcement Digests, a supervision/management text, and 10-20 questions from your agency’s critical policies. **\$120 each; minimum 10.**

Agreement & Acceptance

Please send your formal acceptance of this proposal by email, fax or mail to:

Public Safety Testing, Inc.
Attn: Jon Walters
20818-44th Ave W., Suite 160
Lynnwood, WA 98036
Email: Jon@PublicSafetyTesting.com
FAX: 425.776.0165

This proposal is valid until January 1, 2015 and needs to be accepted and returned to PST prior to eight weeks before mutually agreed-to promotional testing dates.

Agreement & Acceptance:

CITY OF BAINBRIDGE ISLAND, WA

By: _____

Print: _____

Its: _____

Address: _____

Phone: _____

Date: _____

PUBLIC SAFETY TESTING, INC.



Jon F. Walters, Jr.

President

20818 – 44th Ave W, Suite 160

Lynnwood, WA 98036

425.776.9615

September 16, 2014