

# *City of Prosser*

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**City of Prosser, WA  
Civil Service Commission  
City Conference Room  
601 7<sup>th</sup> Street**

**Regular Meeting  
Thursday, December 17, 2015 at 9:30 a.m.**

- 1. Call to Order**
- 2. Approval of Minutes**
  - A. October 22, 2015
- 3. Approval of Police Department Payroll**
  - A. October 2015
  - B. November 2015
- 4. Certify Lateral Testing Scores – December 10, 2015**
- 5. Amendment to Civil Service Rules – Meeting Time**
- 6. Adjournment**

**City of Prosser, WA  
Civil Service Commission  
City Council Chamber  
601 7<sup>th</sup> Street**

**Thursday, October 22, 2015  
Minutes**

**CALL TO ORDER**

Chairmen Wyatt Cone called the special meeting to order at 10:00 a.m. Commissioners Baldwin and Schmidt were also present.

**APPROVAL OF MINUTES**

Motion by Commissioner Schmidt, seconded by Commissioner Baldwin to approve the minutes of June 4, 2015, July 9, 2015, August 13, 2015 and September 1, 2015 Commission meetings. Motion passed unanimously.

**APPROVAL OF POLICE PAYROLL**

Motion by Commissioner Schmidt, seconded by Commissioner Baldwin to approve the June through September 2015 payrolls.

**CERTIFY ENTRY LEVEL TEST SCORES**

Motion by Commissioner Schmidt, seconded by Commissioner Baldwin to certify the scores and testing of entry level officers concluded on October 15, 2015. These names and scores will be added to the eligibility list for up to one year from the date of certification, dependent upon the successful completion of a background investigation. These names may be removed upon request of the application and the term of the score may be extended pursuant to Civil Service Rules.

**PROPOSED AMENDMENT TO CIVIL SERVICE RULES**

Motion by Commissioner Schmidt, seconded by Commissioner Baldwin to direct Chief Examiner/Secretary Yost to prepare an amendment to the Civil Service Rules adjusting the meeting time from 10:00 a.m. to 9:30 a.m.

**ADJOURNMENT**

The meeting was adjourned at 10:15 a.m.

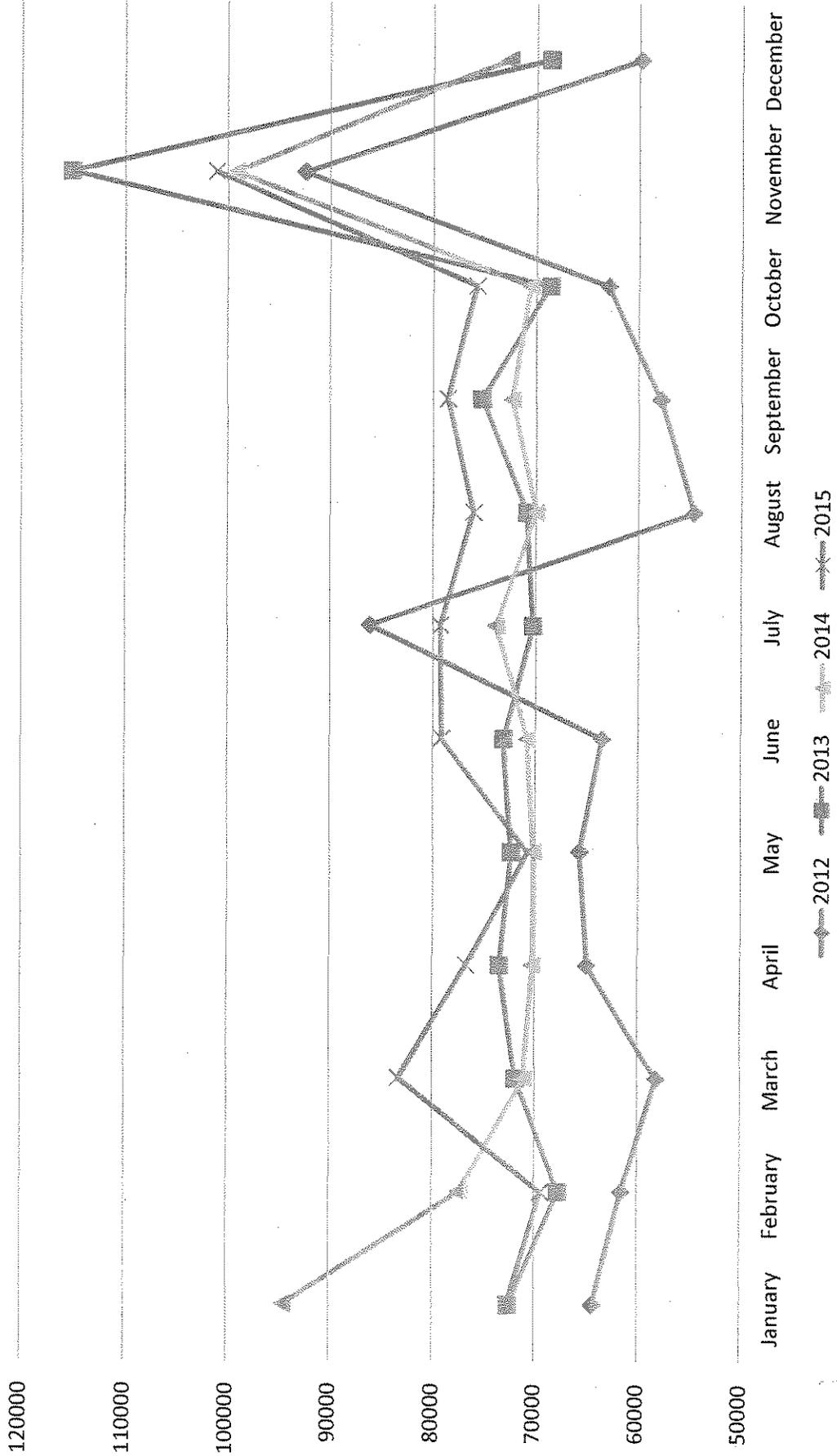
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Chairman Wyatt Cone

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Chief Examiner/Secretary Toni Yost

# Civil Service Commission Police Compensation History



# EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

10/01/2015 To: 10/31/2015

Time 09:35:35 Date: 12/14/2015

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## POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Salary	10/30/2015	1,663.63	63,146.03
	Draw			10,245.00
	Draw			-10,245.00
	Hourly		300.00	5,979.75
	Overtime		79.50	3,460.57
	Shift Pay			346.10
	Evidence Pay			50.00
	FTO Pay			150.00
	BiLingual Pay			80.00
	Education Pay			350.00
	Comp Used		28.00	
	Comp Earned		11.00	
	Military Earned		252.00	
	Sick Used		188.33	44.58
	Vac Used		206.00	89.16
	Vac Buy Out		80.00	2,024.00
<b>TOTAL POLICE</b>			<b>2,808.46</b>	<b>75,720.19</b>
<b>TOTAL POLICE</b>			<b>2,808.46</b>	<b>75,720.19</b>

# EARNING ITEM SUMMARY

City Of Prosser  
MCAG #: 0205

11/01/2015 To: 11/30/2015

Time 09:36:32 Date: 12/14/2015

Page: 1

## POLICE

Group	Pay Item	Date	Hours	Pay
POLICE	Salary	11/30/2015	1,490.30	57,490.16
	Draw			8,545.00
	Draw			-8,545.00
	Hourly		294.50	5,888.61
	Overtime		140.00	5,906.57
	Overtime Hol (.5		16.00	207.44
	Overtime Hol (1.		8.00	311.12
	Shift Pay			369.60
	FTO Pay			150.00
	Hol Pay PD		824.00	24,054.88
	Longevity			5,930.00
	BiLingual Pay			80.00
	Education Pay			350.00
	Comp Used		45.00	
	Comp Earned		10.50	
	Hol F Used		21.00	76.75
	Holiday Used		21.00	255.07
	Sick Used		240.83	33.44
	Vac Used		108.00	
<b>TOTAL POLICE</b>			<b>3,219.13</b>	<b>101,103.64</b>
<b>TOTAL POLICE</b>			<b>3,219.13</b>	<b>101,103.64</b>

- UNCERTIFIED -  
Results of the Lateral Police Officer Exam  
December 10, 2015

The uncertified result of the Lateral Police Officer Exam are as follows:

Rank	Name	Cumulative Score
#1	Ryan Bruso	89.6%
#2	Scot LaRose	82.2%

\*\* This list has not been certified by the Civil Service Commission. These test results, along with the result of any other candidates will be presented to the Commission for approval. Pursuant to Civil Service Rules, I am authorized to present these scores to the appointing authority prior to certification. Upon Commission certification, a certified list will be provided to you.

Cumulative Scores include the following exams and considerations:

- Written Test
- Oral Board Exam
- Veterans Preference

Background investigations have not been conducted by the Civil Service Commission and are conducted by the Police Department.

I hereby certify that this is the Lateral List of Police Officer candidates and it shall remain in effect for a period of one year from the above effective date.

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Tonelle Yost  
Prosser Civil Service Chief Examiner

**SECTION 4 - ORGANIZATION**

**Section 4.1 Commission Created:** There is hereby created a Civil Service Commission, composed of three members who shall be appointed by the Mayor of the City of Prosser. (Prosser Municipal Code 2.110)

**Section 4.2 Qualifications:** No person shall be appointed to the Commission who is not a citizen of the United States, a resident of the County, and an elector of the City wherein he/she resides.

**Section 4.3 Term of Office:** The Commission shall be appointed for a term of six years. The terms shall be served as follows: One to serve for two years, one to serve for four years, and one to serve for six years. The purpose of this offset is to insure continuity between terms. The terms following the founding member will each be six year terms.

**Section 4.4 Removal:** Any member of the Commission may be removed from office for incompetency, incompatibility, or dereliction of duty, or malfeasance of office or other good cause.

No member shall be removed unless charges have been proffered in writing and due notice given and a full hearing has been conducted before the City Council of the City of Prosser.

**Section 4.5 Quorum Requirements:** Two members of the Commission shall constitute a quorum and the votes of any two members concurring shall be sufficient for the decision of all matters and transactions.

**Section 4.6 Vacancies:** Any vacancy in the Commission shall be filled by the Mayor for the unexpired term. Confirmation of the appointment of Commissioners by any legislative body shall not be required.

**Section 4.7 Compensation:** The members of the Commission shall serve without compensation and no member, after appointment, shall hold any salaried public office or engage in City employment other than Commission duties.

**Section 4.8 Expenses:** The members of the Commission shall be reimbursed for necessary expenses incurred while actually engaged in the performance of their official duties as is provided by law for other City officers.

**Section 4.10 Chairman:** The Civil Service Commission shall immediately, after appointment of the Commission, elect one of its members Chairman, who shall hold such position for the remainder of his/her term, or until a successor is appointed.

**Section 4.11 Meetings:** The Civil Service Commission shall hold its regular monthly meetings on the second Thursday of each month at 9:30 a.m. at the City Hall, Prosser, Washington and such meetings shall be open to the public. If, at any time, any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. A special meeting

Deleted: 10:00 a.m.