

Civil Service Commission

Meeting Agenda

October 11, 2022

3:00 p.m.

This meeting will be conducted virtually.

The City determined the meeting shall be held virtually when the October 11, 2022 Civil Service agenda was created on Friday, October 7, 2022. The City will hold virtual meetings when a meeting cannot be held with “reasonable safety”. “Without reasonable safety” means that the COVID-19 risk is Moderate or High, per the dashboard located at <https://www.clallam.net/coronavirus> at the time the meeting is advertised.

For audio only please call: 1-844-992-4726

Use access code: 2550 977 0704

Once connected press *3 to raise your virtual hand, if you wish to make a public comment. You will be notified when it is your turn to speak. This access code is good for the October 11, 2022 meeting only.

If you are joining in through the Webex link:

<https://cityofpa.webex.com/cityofpa/onstage/g.php?MTID=ea8894e697be61be50f901dcea78f91cc>

and wish to make a comment or public testimony, please use the “raise your hand” feature in Webex. You will be notified when it is your turn to speak.

1. Roll Call
2. Approve Minutes
 1. January 27, 2022
 2. May 26, 2022
3. Roles and Responsibilities:
 - Assistant City Attorney, Chris Cowgill
 - Deputy Director of PenCom, Karl Hatton
4. Public Comment Period

Civil Service Commission Meeting

1/27/22

Meeting Minutes

Agenda

- Introductions/Roll Call
- Updates from Police and Fire Departments
- Review and Discuss Roles and Responsibilities of Deputies
- Public Comment
- Adjournment

Late Item – approve meeting minutes from 7/21/21 – minutes approved

Meet start: 1:05pm

Roll Call – all here

Danetta Rutten

John Brewer

Brooke Nelson

A Fountain asked D Rutten if she would like to run meeting, said she would like Fountain to run meeting this time. Fountain reviewed agenda.

- I. Introductions – Police Chief Brian Smith, Fire Chief Ken Dubuc, Attorney Chris Cowgill, Karl Hatton not present
- II. Updates from Police Department – Chief Smith
 - Legislative changes in 2021
 - Staffing/attrition
 - Lost 7 employees in one year
 - 5 of 7 left the profession, other 2 retired
 - Pencom – started year out with 8 vacancies, now have 7
 - Recruitment & retention struggles continue
 - Chief mentioned new hires to replace 7 PO vacancies
 - Won't be fully staffed until mid-fall
 - Doing well compared to SPD Considered an outlier.
 - Legislation – creation of unit to investigate use of force #1 issue – impacts staff moral
 - Crime in PA about the same as in 2020
 - PenCom/Council CBA brought up wages. More competitive.
 - First City to recognize Dispatchers as first responders.
 - Working with county on new EOC/911/west side fire station building.
 - Has impact on staff moral
 - Currently working in a small space
 - Recruited Karl Hatton from Jeffcom/PenCom Director position to become Deputy Director of PenCom
 - Karl working with Legislature to recognize Dispatchers similarly to sworn police officers

Finishing up 2021 report

- III. Updates from Fire Department – Asst Chief Sanders
 - Proud of the relationship between PAPD and PAFD
 - Work together as a team.
 - 5600 calls in 2021. Challenging. about 15 calls per day. Very busy.
 - Community Paramedics – up to 3 staff primarily grant funded
 - Doing spectacular work
 - Reach out to high volumizers of 911 - Roughly 48
 - 480 calls/referrals for staff of 3 – 60-70% reduction in 911 use and need for them to go to ER
 - COVID – 900 vaccines administered by Community Paramedics.
 - Testing for City employees
 - Staffing is the biggest challenge
 - Difficult for recruitment & retention
 - People leaving Fire service
 - Competing with other agencies, especially on paramedic side.
 - Promoting PA
 - 80% turnover rate in last 5 years
 - Bringing in qualified, driven, great people.
 - Currently 2 vacancies
 - Increased medic 1 rates 5 years ago since then unable to fill positions.
 - Staff continue to do a great job despite challenges.

- IV. Deputy/Assistant Chief roles -
 - Matches other law enforcement agencies
 - Models military chain of command
 - PAPD 3 divisions – Operations, Records, PenCom
 - Sent org charts
 - PenCom - 17 agencies
 - Chief Smith explains chain of command in PenCom
 - Divides up workload evenly
 - Hatton/Viada comparable workload – peers
 - Chain of command flows through Director

Deputy Viada – run day to day operations “all the cop stuff” – sworn officers, code enforcement, volunteers, reserves – duties include

 - 5 Sergeant direct reports
 - Schedules – Patrol Teams - 24 hours per day/4 days per week with staggered start times
 - Detectives – Detective Sgt, SRO, get large cases from patrol most work is crime against children, some suspicious deaths, some major incidents, narcotics team member (Sgt)
 - Admin Sgt – training program, code enforcement, backgrounds for new employees, volunteer coordination
 - Specialist assignments – picked by Sgt, finalized by Chief
 - Assign daily work
 - Primary media contact/social media
 - Review all domestic violence investigations

- Review all use of force under the lens of law & policy
- Review all pursuits
- Review complaints/assign detective. Communicate with complainant.
- Oversee/enforce uniform standards
- Policy updates
- Grant management
 - Rediscovery – social services
 - Stonegarden – extra patrol on the border
- Evaluations for Sgts and review evaluations performed by Sgts.
- Annual audits – always looking for an indication of bias-based policing
- Manage fleet of 36 vehicles
- Hearing's officer when needed
- Accreditation oversight

Deputy Hatton – run day to day operations of PenCom
Records Supervisor Jacobi – oversees Records operations

D Rutten comment – appreciate the discussion. Make video show what first responders are doing. Put on YouTube. Positive – so much negative things out there.
Chief Smith referred to fireworks video made a few years which featured him and Chief Sanders

V. Assistant Chief Sanders

- Use Assistant Chief In lieu of Deputy Chief
- Title of Fire Marshall – prevention & code enforcement
- Evaluate for safety/fire protections - buildings (new/old construction), events, new operations/business
- Work with CED & Public Works to review permits
- Inspection program – reduced since covid. Do what we can. Interact with new business owners. Creates good report.
- Sparky program. Teach the principles of how to be safe at home.
- Shift Officers trained to review all fires. Trained to investigate.
 - Use resources such as code enforcement and preventative
- Other 50% - other duties as assigned. Mostly administrative. Fleet maintenance. COVID/Infection control

Assistant Chief Sharp

- Assistant Chief of Operations & EMS
- Department wide training Fire & EMS
 - In compliance with standards/industry best practices
- Officer development training
- EMT/Paramedic ongoing training
- Specialized training
- Training for career and volunteer personnel
- ¾ of line staff have less than 5 years of experience.
 - Training is a big component of getting them to be able to operate at high level.
- Nationally, depts aren't running to fire calls daily.
 - Must spend a lot of time training and building skills

Department safety officer – oversee safety committee
 Personnel health & safety
 Risk analysis
 Risk reduction strategies – look at injuries
Operationally – develop goals, policies, standards
Fleet/equipment oversight
Recommendations on promotions of personnel
Relationship with public - Chair of CI Co EMS Council, meet monthly
 County-wide ems training
 Utilize same ems training
Listed other committees
Work on funding opportunities
FIRE Pilot Program – reduction in workers comp rate
Rotate duty chief with Chief Sander & Chief Dubuc
Performance evaluations
Continual review of insurance safety rating

VI. No public comment

Adjourn: 2:10pm

Civil Service Commission Meeting
5/26/22

Meeting Minutes

Agenda –

1. Roll Call
2. Police Sergeant Roles & Responsibilities
3. Process information regarding union grievance versus civil service appeals
4. Public comment Period

Start: 10:09am

Roll call -

Danetta Rutten
Brooke Nelson
John Brewer

Staff in attendance -

Ken Dubuc
Chris Cowgill
Jason Viada
Kari Martinez-Bailey
Karl Hatton
Abbi Fountain

D Rutten started meeting. Talked about why the agenda has the topics it does she mentioned she was interested in training, especially for new commissioners. Asked for roles & responsibilities of police sergeant with papd. Meant to add mid-management for Fire Dept too.

- I. Deputy Chief Viada – sergeant’s roles and responsibilities
Ever town, every agency is different. State of WA is least policed state in the country (51st)
Sgts carry a heavy burden.
5 Sgts, all work for Deputy Chief
Each position has a lot of responsibility. Sgts job number one is to take care of their people
Sgts must make tough decisions on the go, Each Sgt responsible for positive discipline, most often no need for negative discipline, but if need Sgt gets facts to Deputy Chief and an investigation occurs.
5 Sgts are a team within a team. Sgts rely on each other and their subordinates to assist in accomplishing tasks during an emergency.
Prepare them to be ready for next step up if necessary. Prepare them so that I am not needed (Deputy Chief)
Patrol schedule – Chief/Deputy Chief gives them people, Sgts are responsible for managing the schedule.
Critical component of Sgt is to proofread reports.

Patrol Sgts responsible for prioritizing calls.

Patrol Sgts must make the call as to whether or not a case should be referred to detectives.

Detective Sgt determines what cases will be investigated. Ability to make their own decisions. Has to prioritize workload for officers in detective division.

Narcotics/opnet Sgt. – Detached office. Multi-agency. Brian King from Sheriff's office runs opnet.

Supervising everyone with a different union contract. Making sure everything they do meets peer review standards. Working crimes that have a drug nexus. Controlled substance homicide. Operations/Admin Sgt – ensure accreditation for the PAPD. Management of training for officers. Run the training annually or to make sure a certified instructor delivers the training. Supervises code enforcement officers. Serves as back up to patrol.

J. Brewer – What is the training cadre?

Officers have variety of training. Many of them involve instructor certifications. Will deliver instruction to other officers. Overseen by Admin Sgt.

D. Rutten – asked Ken Dubuc to provide information on mid management.

II. Fire Department chain of command

8 people per shift – Captain, Lieutenant and EMT or Paramedic. Minimum staffing is 5
Rarely have Captain and Lt. on duty at same time. Always one officer in charge every day. Officer in charge is responsible for making decisions on all 911 calls.

Chief – Asst Chief Fire Marshall – Asst Chief Operations – Chief duty schedule weekly
Will respond to large incidents. Rarely take over but will be there for support/resources. Place all decision making with Captain or Lt.

In training if not responding to calls. Inexperienced staff. Goal is to train as much as possible.

Officers selected/promoted by assessment process.

Quasi military – strict chain of command. Chain of command goes in both directions.

Have 2 days and 7 hours left until retirement. Asst Chief will be interim role until next Chief is selected.

Good working relationship between the PAPD and PAFD.

III. Union grievance process and Civil service Appeal process summary

A Fountain provided process summary

A Fountain explained union grievance process and the difference with civil service appeals.

K. Dubuc – PAFD has only had one grievance filed in 22 years. Good relationships. Gratifying. If people know you care, don't resort to grievance process before bringing things to management's attention.

J. Viada – reason why PAFD and PAPD don't have many grievances is because the Sgt and Capt's are the first step and resolved at that level. Rely on them to prevent problems.

D. Rutten – will ask two people during next meeting to talk – Karl Hatton, Communications Director and Chris Cowgill, City Attorney. Next meeting hear from both of them on what their jobs entail.

Public Comment 11:10am –

LSW councilmember – thank you.

No other public comments.

Will set next meeting.

Adjourn: 11:12am