

# LEWIS COUNTY CIVIL SERVICE COMMISSION MINUTES

September 11, 2024

**Present:** Kevin Ryan, Candi Faupell, Donald Clevinger, Kevin Engelbertson, Kevin Dickey, Gabe Frase, Sherri Guenther, Linda Bailey

**Call to Order:** The meeting was called to order at 11:28 am by Commissioner Ryan. Minutes of the July 10, 2024, meeting were approved as written.

**Secretarial Report:** Linda Bailey

A Chairman was voted on. Commissioner Ryan nominated Commissioner Faupell. Commissioner Clevinger second. Commissioner Faupell accepted.

A revision of the Civil Services Rules adding the Community Service Officer was presented on a first reading.

I worked with Rudy Rodriguez on the budget. The funds have been moved to the appropriate bar codes to be more in line with our actual spending.

**Employee Status Report:** Linda Bailey

Corrections Deputy Ryan Melby resigned effective August 1<sup>st</sup>.

Corrections Deputy Christean White received probationary appointment effective September 1<sup>st</sup>.

Deputy Sheriff Trainee Bryant Sullivan received probationary appointment effective August 16<sup>th</sup>.

Deputy Sheriff Trainee Jessy Sanchez received probationary appointment effective September 16<sup>th</sup>.

Deputy Sheriff Tarryn Carter received probationary appointment effective September 16<sup>th</sup>.

**Administrative Report:** Kevin Engelbertson

Corrections Bureau – We currently have nine vacancies and one Corrections Lieutenant vacancy. Three Corrections Deputies are on extended medical leave. We continue to have additional applicants scheduled for interviews, however, our list of candidates in PST for the position of Corrections Deputy is considerably low at this time.

Operations Bureau – Probationary Deputy Sheriff Trainee Bryant Sullivan was hired August 16<sup>th</sup> and will start the academy on September 16<sup>th</sup>. Probationary Deputy Sheriff Trainee Jessy Sanchez will start on September 16<sup>th</sup> as well. We're working on getting Deputy Sanchez into a BLEA Academy starting in October. Detective Jamey McGinty submitted his retirement notice effective October 1<sup>st</sup>. The two trainee deputies that graduated from BLEA on August 15<sup>th</sup> are progressing well in their FTO. The Sheriff's Office has started the Sheriff's Enforcement Team (SET) again and have assigned two deputies to the team.

Services Bureau – Two Community Service Officer applicants are in the background process, and we hope to have them hired October 1<sup>st</sup>. The Sheriff's Office took over these duties from Public Health & Social Services at the request of the BOCC. They will investigate animal complaints, enforce animal control violations, dangerous dogs, and work with kennel and permitting requirements. Once trained and up and running, they will also assist deputies in the service of civil process, verify registered sex offender addresses, conduct inmate transports, and perform traffic control and crime scene security, as needed. The funding for these two positions was transferred from Public Health.

The East end substation is getting the final touches and will be open soon. We hope to have the substation open two to three days a week with a support staff member assigned. An open house is being planned for October.

We continue to work on the 2025 budget which has been cut significantly.

**Other Business:**

There being no further business, the meeting was adjourned at 11:50.

**Future Meeting Date:**

Wednesday, October 9, 11:30 am in the Lewis County Sheriff's Office Conference Room

Minutes Prepared by: Linda Bailey, Secretary