

KIRKLAND CIVIL SERVICE COMMISSION

Special Meeting Minutes

October 10th, 2023

4:00pm

Present (via Zoom):

Chairperson Mark Nelson

Commissioner Doug Jacobson

Commissioner Suzanne Frindt

Police Chief Cherie Harris

Sr. Assistant City Attorney Darcey Eilers

Human Resources Director/Interim Civil Service Commission Secretary Truc Dever

Deputy Fire Chief Bill Newbold

Labor & Employee Relations Officer Pedro Mobley

- I. **Approval of Minutes:** The minutes from the September 12, 2023, regular meeting was approved unanimously with a motion from Commissioner Jacobson and second by Commissioner Frindt.

- II. **Authorization to conduct Police Department Lieutenant Promotional Exam**

1. The group discussed authorizing a promotional exam for the position of lieutenant in the police department. Chief Harris explained that the process would be similar to previous methods and that more applicants were expected this time. Commissioner Nelson made a motion to authorize the exam, which was seconded by Commissioner Frindt.

- III. Consideration of updates to the Civil Service Rules & Regulations

1. **PD Eligibility Lists:** Chief Harris discussed the memo addressing revisions related to the eligibility process for police officer candidates. She shared edits made based on suggestions from the September 12, 2023 CSC meeting, and a request to create an Academy graduate eligibility list. A question was raised about prerequisites for entering the Academy. Chief Harris explained that there are Academy students who self-sponsor and pay for their own training. However, the Academy currently does not have the capacity to allow self-sponsored applicants. There are rare situations where an officer might be laid off while undergoing Academy training or start looking for opportunities with other agencies. Commissioner Nelson sought clarification on when a person is appointed. Chief Harris and Sr. Assistant City Attorney Darcey Eilers clarified that appointment refers to when a candidate is hired off the eligibility list after going through a full background check. Commissioner Nelson confirmed that the new category is a way to recruit people to Kirkland who are not entry-level or lateral. Chief Harris agreed, noting that there would be significant savings for the Department as these individuals have already been through the Academy.

2. **Firefighter Requirements:** Commissioner Jacobson raised a concern about changes made to firefighter requirements and whether they were being asked to approve those changes, as they were not in the cover memo. Sr. Assistant City Attorney Darcey Eilers clarified that the changes in the lateral entry section applied to both police and fire. Commissioner Nelson suggested including changes related to firefighters in the cover memo for clarity and transparency.
3. **Appointment Definitions: Commissioner Nelson** suggested that there should be clear definitions for each type of appointment in the Civil Service Rules. He proposed inserting a new paragraph specifically discussing the Academy graduate appointment to enhance clarity and comprehensiveness.
4. **Vacancies and U.S. Citizenship Requirement:** The discussion moved to the rules on vacancies and why the requirement for U.S. citizenship was struck out. It was suggested that instead of deleting this requirement, the language could be amended to reference governing documents such as the RCW for eligibility. Suggestions were noted and Sr. Assistant City Attorney Eilers will work on revisions to the language.
5. **Consistent Language:** Suggestions were made by both Commissioners Nelson and Frindt regarding using consistent language throughout the document for clarity. Chief Newbold suggested differentiating between an “applicant” and a “candidate” in the last paragraph under discussion to clarify the meaning and process. This distinction was agreed upon by the commissioners.
6. **Interim Meeting:** Commissioner Frindt suggested scheduling an interim meeting to review draft changes before the regular meeting in November. This suggestion was agreed upon by the other commissioners.
7. **Packet Distribution:** Commissioner Jacobson suggested that meeting packets be received a few days in advance to allow for any necessary revisions.

IV. **Adjournment:** The Meeting was adjourned at 4:52pm