

KIRKLAND CIVIL SERVICE COMMISSION

Special Meeting Minutes

November 14th, 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 October 10, 2023, regular meeting was approved unanimously with a motion from Commissioner Frindt and second by Commissioner Jacobson.

- II. **Consideration and approval of Amendments to the Civil Service Rules and Regulations**
 1. Continued discussion of the November 9th memo. A special meeting was not able to be held for additional edits to be reviewed. A draft of the original document was sent to members for review. A revised version of the document with tracked changes was provided before this meeting to capture additional comments. Action item for this meeting is to finalize and vote on the new Civil Service Rules and Regulations.
 2. Commissioner Frindt requested additional cleanup to the document. On Page 22, under Appointment, make the description of Lateral Entry Appointment paragraph and Graduate Appointment paragraph follow the same order as sentence above. Entry Level Academy, then Lateral.
 3. Commissioner Frindt asked Darcey about defined terms for Entry Level - do these descriptions belong here or in defined terms. Darcey responded that they work either way.
 4. Commissioner Jacobson is satisfied with what has been presented.
 5. Chairperson Nelson requested some additional edits. On Page 23, for the paragraph with "Prior to being placed," he suggested that we use uniform terms. "Fitness ability test" and "physical ability test" were both used. Darcey and Chief Harris agreed that they are meant to be the same tests and confirmed the request for change from Chairperson Nelson.

6. Chairperson Nelson then referred to Page 23, in the middle of the page where the NFPA 1001 was cited. He believed this rule has been superseded by NFPA 1010. DC Newbold responded that NFPA 1001 has been the longstanding rule. NFPA is working on consolidating standards under the umbrella of new documents. NFPA 1001 will be folded into a new document identified as NFPA 1010. DC Newbold is unclear if NFPA 1010 has been published at this time. It looks like it is currently proposed for December 4, 2023, with the project to be completed by calendar year 2025. There was an agreement to capture standard language (NFPA 1001) and successor language (NFPA 1010). Darcey agreed that the successor standard language be included.
7. Commissioner Jacobson motioned to approve the revised Civil Services Rules and Regulations. Commissioner Frindt seconded the motion.

III. **Adjournment:** The Meeting was adjourned at 4:22 PM.