

KIRKLAND CIVIL SERVICE COMMISSION

Special Meeting Minutes

December 12th, 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

Interim Civil Service Secretary/Examiner Truc Dever

Deputy Fire Chief Bill Newbold

- I. **Approval of Minutes:** The minutes from the November 14, 2023, regular meeting was approved unanimously with a motion from Commissioner Jacobson and second by Commissioner Frindt.

In responding to a question from Chairperson Mark Nelson, Truc informed everyone that Human Resources Analyst, Paisley Stenerson, would be providing staff support to the Commission. Paisley will be joining future Civil Service Commission meetings from the Peter Kirk Conference Room at City Hall to be available for public comments.

- II. **Consideration and approval of additional revisions to the Civil Service Rules & Regulations.**

Truc presented the additional revisions to the Civil Service Rules and Regulations. At the last meeting, the updated Civil Service Rules and Regulations had been presented and approved. The new revisions relate to the correct order of steps for the hiring process for PD Academy Graduates. Chief Harris and Truc explained that a background check is completed before a conditional offer is made.

The Commission unanimously approved with a motion from Commissioner Frindt and second by Commissioner Jacobson.

- III. **Certification of Fire Captain Promotional List**

Bill Newbold presented the Fire Captain Promotional list, explaining that the four candidates listed all passed the test administered by Public Safety Testing (PST).

Commissioner Frindt asked about open positions and how many are available per year. Bill Newbold responded that there is currently no availability. They had promoted two captains within the last two months, prior to this testing process. They do anticipate future openings for those considering retirement. Those on this list will be eligible for

two years, and it will be valid until replaced by the next Captain's test. Testing is scheduled for the Captain position every two years.

The list was unanimously approved with a motion from Commissioner Jacobson and second by Commissioner Frindt.

IV. Review of updated Lateral PD eligibility list per Civil Service Rules and Regulations Article IX, Section 5.

Unanimously approved with a motion from Commissioner Jacobson and second by Commissioner Frindt.

V. Review of updated Entry Level PD Eligibility List per Civil Service Rules and Regulations Article IX, Section 5.

Chairperson Nelson asked that items four and five be combined for discussion.

Truc presented both eligibility lists and pointed out that an academy graduate is listed at the bottom of the entry level police officer eligibility list. This candidate is in limbo as they do not have a physical assessment score, which is why they were not added to the new list for academy graduate.

Moving forward, all CSC meetings will include these eligibility lists for information and review, but will not need to be certified.

Chairperson Nelson requested that instead of a question mark for a score, add a note next to the candidate.

Commissioner Jacobson approved of the list to be included on the record for each meeting moving forward.

Unanimously approved with a motion from Commissioner Jacobson and second by Commissioner Frindt.

VI. Adjournment: The Meeting was adjourned at 4:13 PM.