

# KIRKLAND CIVIL SERVICE COMMISSION

## Meeting Minutes

January 10, 2023

Via Zoom and the Peter Kirk Room in City Hall

**Members Present:** Chairperson Mark Nelson  
Commissioner Doug Jacobson

**Others Present:** Human Resources Director Truc Dever  
Police Chief Cherie Harris  
Deputy Fire Chief Bill Newbold  
Civil Service Commission Secretary Miguel Morga

Chairperson Nelson called the meeting to order at 4:02pm. A quorum was met.

### I. Approval of Meeting Minutes (December 13<sup>th</sup>, 2022)

Chairperson Nelson motioned to approve the minutes of the December 13<sup>th</sup>, 2022, meeting. Commissioner Jacobson seconded the motion. Motion passed.

### II. Firefighter Lieutenant Promotional List Update

Secretary Morga referred to a memo documenting miscommunication with promotional candidate Benjamin Taylor. Secretary Morga noted per the Collective Bargaining Agreement, Benjamin Taylor is ineligible for promotion at this time. Chairperson Nelson asked if the candidate was aware, and Secretary Morga stated that he was aware. No action taken.

### III. Firefighter Lateral Hire Minimum Qualifications

Secretary Morga addressed qualifications in the Civil Service Rules and Regulations for lateral firefighter candidates that are not reflective of current training and certifications. Secretary Morga noted academy firefighters receive firefighter I and II certification whereas the lateral requirements only require a firefighter I certification. Deputy Chief Newbold also stated the EMT D requirement is part of basic EMT certification. Chairperson Nelson asked the department to propose amendments to modify the qualifications. Chairperson Nelson also stated there are specific statutes and administrative code and may be clearer to reference statutes. Commissioner Jacobson agreed referencing specific statutes and codes would be beneficial as long as they are clear. The Commission further advised to check with the Police Department to see if their requirements would fit with the Fire Department. Deputy Chief Newbold further added lateral firefighters bring the benefits of all certifications along with experience and emphasized the importance of an EMT certification. Chairperson Nelson agreed and stated any EMT certification would need to be transferable to the State of Washington. No action taken.

IV. KPD Request to Remove Name From Eligibility List per Article 9 Section 3

Chief Harris summarized a memo that was provided to the Commission and stated candidate J.A. should be removed from the Civil Service List. Chairperson Nelson asked if candidate J.A. received notice and whether the appeal timeframe was still in effect. Chief Harris indicated there could be nuance to that. Secretary Morga advised the notice regarding Civil Service potentially taking action to remove his name from the list was sent on January 4<sup>th</sup>. Commissioner Jacobson stated he believe the appeal period may be over. Chairperson Nelson asked if an appeal had been filed yet. Secretary Morga stated there hasn't been one filed. Chairperson Nelson motioned to remove J.A. from the Civil Service list based on the January 4<sup>th</sup> memo. Commissioner Jacobson seconded. Motion passed.

V. Notice of Commissioner Resignation

Chairperson Nelson thanked former Commissioner Dianne Ramerman for her contributions to the Commission. Commissioner Jacobson stated she provided very valuable insight. Chairperson Nelson stated the Commission can still consider alternative meeting times if it was needed for recruitment and stated he wanted to support the recruitment of great people for the Commission.

VI. Adjournment

The Civil Service Commission meeting of January 10<sup>th</sup>, 2023, was adjourned by Chairperson Nelson at 4:32p.m.

Submitted by:

Miguel Morga  
Secretary  
Civil Service Commission  
City of Kirkland