

# KIRKLAND CIVIL SERVICE COMMISSION

## Meeting Minutes

October 12, 2021

Present (Via Zoom)

Chairperson Mark Nelson  
Commissioner Dianne Ramerman  
Secretary Angela Southworth  
Police Chief Cherie Harris  
Deputy Fire Chief Dave Van Valkenburg

Chairperson Nelson opened the meeting at 4:00 pm.

Chairperson Nelson did a roll call of the Commission. Chairperson Mark Nelson and Commissioner Dianne Ramerman confirmed as present.

Chairperson Nelson opened the meeting by asking to add an agenda item IV A, which is the Commissioner vacancy.

The first item on the agenda is the approval of the minutes from the September 14th meeting. Commissioner Ramerman made the motion to approve the meeting minutes. Chairperson Nelson approved.

The second agenda item was to approve the Police Sergeant Eligibly List. Police Chief Harris stated they have completed the Civil Service Testing for Police Sergeant and have the Police Sergeant eligibility list starting with Ian Ouimet, number two Cody Mann, number three Brian Frankeberger and number four Sean Carlson. No comments. Chairperson Nelson made the motion to accept the Police Sergeant Eligibility List and have the Civil Service Secretary certify. Commissioner Ramerman seconded the motion. Motion approved.

The third agenda item was the Promotional Test for Police Corporal. A couple months ago Chief Harris had asked the Commission to complete the testing process for Police Corporal based on subsequent retirements and promotions that would happen before the end of the year. The process resulted in two candidates that have been promoted and they no longer have an eligibility list. Chief Harris stated there is one current opening at the rank of Corporal due to retirement in September and in August a Corporal left for private sector, so that exhausted the list. As they look forward, they have received upcoming notices of retirement on November 1, December 1 and a Lieutenant has provided verbal notice of retirement in March. Chief Harris stated that is the status of why the Police Department is doing the promotional test for Corporal. The intention is to utilize the written test, work performance rating and then the oral interviews. The memo presented to the CSC indicates each of the rating criteria, with 30% for the written, 30% for the WPR and 40% for the oral interviews. No questions from the Commission. Chairperson Nelson made a motion to authorize the promotion testing for Corporal as described in Chief Harris' October 12<sup>th</sup> memo. Commissioner Ramerman seconded. Motion Approved.

The fourth agenda item from Deputy Chief Van Valkenburg from Fire is to extend the probation period a current firefighter. Deputy Chief Van Valkenburg is asking for clarification on how the commission would like Fire to proceed with a probationary firefighter who has requested an exemption and accommodation because of the Governor's mandate from the COVID vaccination. As a result of that, they cannot be on the line, they cannot go on calls and they cannot treat people. The Fire Department would like this person to go on days where they will do administrative work, inspections and other duties as assigned. Fire would like to extend the probation for the amount of time they are on this special accommodation assignment. So, if the accommodation assignment is for 90 days, when they return to shift Fire would extend their probation by 3 months. Deputy Chief Van Valkenburg went through the Civil Service Rules and it states that you can extend the probation period for up to six months, but it doesn't say how to do that. Does the Commission want a memo from Fire seeking to extend the probation period for up to six months or is it something the commission feels comfortable doing with just the majority of the commission?

Chairperson Nelson thinks that given the basis for the request he would feel more comfortable with something we could refer to, and much less comfortable with nothing in front of them but this meeting. As time goes forward this topic will continue to be honed with all entities and having something in writing would be useful. Commissioner Ramerman also agreed that something in writing for consistency. She asked Deputy Chief Van Valkenburg if the memo was to come from the CSC that the CSC is requesting that the probation period be extended. Deputy Chief Van Valkenburg stated it would come from Fire seeking the CSC approval. The memo would come at the next meeting. Chairperson Nelson would like to review the CSC and RCW's prior to making a decision. Commissioner Ramerman stated that to be consistent with the CSC rules the memo should include the recommendation from Fire. Chairperson Nelson asked if this was the only request for a probationary firefighter? Deputy Chief Van Valkenburg said that yes, all other probationary firefighters are vaccinated and all eight candidates starting in January are vaccinated.

The last agenda item, the CSC were notified that Commissioner Coonan will be resigning as a Commissioner and his last meeting will be November. The City will begin the search for a new Commissioner and make a selection.

Meeting Adjourned at 4:17 p.m.

Angela Southworth  
Angela Southworth  
Secretary/Examiner  
Kirkland Civil Service Commission