

KIRKLAND CIVIL SERVICE COMMISSION

Meeting Minutes

March 14th, 2023

Present (via Zoom)

Chairperson Mark Nelson
Commissioner Doug Jacobson
Human Resources Director Truc Dever
Fire Chief Joe Sanford
Police Chief Cherie Harris
Civil Service Commission Secretary Miguel Morga

- I. Approval of Meeting Meetings from February 14, 2023
 - a. **Commissioner Jacobson moved to approve. Chairperson Nelson seconded.**
- II. Authorization for Police Department to Conduct a Promotional Test for Corporal
 - a. Police Chief Harris submitted a memo requesting to test for the rank of Corporal.
 - i. Currently 2 openings; The Collective Bargaining Agreement requires management to maintain a minimum of 12 Corporals and Senior Corporals, but PD hasn't had enough interest and/or too many retirements and promotions to meet the minimums.
 - ii. Tested for Corporal twice last year, this is first for 2023. Consists of written test (30% of grade), work performance rating (30% of grade) administered by Public Safety Testing, and oral interviews (40% of grade).
 - b. **Chairperson Nelson motioned to authorize the promotional assessment for the position of Corporal in PD. Commissioner Jacobson seconded.**
- III. Firefighter Reinstatement per Rehire Memorandum of Understanding (MOU) for Unvaccinated Firefighters
 - a. Chief Sanford and Secretary Morga both provided the Commission with memos.
 - b. Secretary Morga provided background on the reinstatement request: The COVID-19 vaccine mandate led to the separation of multiple firefighters at the end of 2021. An MOU was negotiated with the Union to allow for a pathway for those who were separated to reestablish employment with the City of Kirkland; a reinstatement period of two years was provided, which is greater than the one year provided in the Civil Service Commission (CSC) Rules and Regulations. The CSC has flexibility with the reinstatement period; there are no legal or statutory requirements for one year.
 - i. In February 2022, the Commission was notified of the MOU and that there may be a request in the future to reinstate fire fighters. The MOU allows for reinstatement with concurrence from the CSC.
 - ii. After the vaccine mandates expired, the City provided notice to separated firefighters and asked if they'd like to be on the list taken to the CSC for concurrence. The four names on the list are the four individuals that have been

separated for greater than one year but less than two years and have expressed interest in being reinstated to the City of Kirkland Fire Department.

- iii. The City requests the Commission gives an exception to the one year time period that's currently in the CSC Rules and Regulations, due to the extraordinary and unprecedented circumstances of the COVID-19 pandemic. This is a unique situation that is not expected to occur again in the near future. Typically, reinstatement is due to someone leaving voluntarily and wanting to return; so there is no request to update the one year rule at this time.

- c. Commissioner Jacobson stated his previous questions were addressed by the memo and Secretary Morga's explanation.

- d. Chairperson Nelson motioned to provide a one-time exception to the CSC Rule Article 14, Section 5 that would create an opportunity to certify the list with the four names provided, and place them on the eligibility list for rehire.**

- e. Secretary Morga clarified that there were two Firefighters that were separated that did not communicate to Morga that they wanted to be on the list. He asked for a process in case these two later indicate interest in being on the list.

- f. Chairperson Nelson offered to keep the motion the way he proposed it; if the two individuals contact Fire Administration (FA), the interested individuals would be informed FA must request and receive approval from the CSC. Chief Sanford agreed this was acceptable for Fire Administration, and Commissioner Jacobson agreed.

- g. Chairperson Nelson motioned to approve. Commissioner Jacobson seconded.**

IV. Civil Service Commission Vacancy – Recruitment Update

- a. HR Director Truc Dever provided an update. Following the resignation of former commissioner Dianne Ramerman, the City Manager's Office posted all vacancies for all City Boards & Commissions; the CSC vacancy was posted for more than one month and received four applications. The vacancy was posted on This Week in Kirkland, the City's newsletter and website, and social media channels. The City received applications from four people. City staff conducted interviews last week. City Manager Kurt Triplett is expected to select the new Commissioner soon.

- b. Request from CMO to provide biographies for the CSC website. HR Director Dever will send Commissioners Nelson and Jacobson details on what the CMO would like to see so they can remove the "Bio coming soon" line.

V. Adjourned at 4:18pm.