KIRKLAND CIVIL SERVICE COMMISSION

Meeting Minutes

May 9th, 2023

Present (via Zoom):
Chairperson Mark Nelson
Commissioner Suzanne Frindt
Deputy Fire Chief Bill Newbold
Fire Chief Joe Sanford
Police Chief Cherie Harris
Human Resources Director/Interim Civil Service Commission Secretary Truc Dever
Assistant City Attorney Darcey Eilers
HR Analyst Hayley Hagen

I. Approve Minutes from March 14, 2023 Regular Meeting
    a. Postponed until the next meeting due to Commissioner Doug Jacobson not being present; Commissioner Suzanne Frindt was not yet in her position for the March meeting.
II. Approve Minutes from April 18, 2023 Special Meeting
    a. Chairperson Mark Nelson motioned to approve; Commissioner Suzanne Frindt seconded.
III. Discussion of Early Hire of 2023 Firefighter Recruits
    a. Deputy Fire Chief Bill Newbold explained the memo in the packet and the ability to hire qualified candidates for the next recruit academy for the City of Kirkland Fire Department. The City is proposing offering a flexible hire date, instead of waiting to hire the full cohort before Fall Academy. The Department will start recruits sooner assigned to non-emergency tasks so they don't have to wait for Academy to on-board. Despite the varying hire dates, their probationary period will start at the same time, they will have the full year of probation, and their seniority will remain the same as outlined in the CSC rules. This will prevent an undue advantage or disadvantage based on the hire date.
    b. The Fire Department is working with the representative members from the Local 2545 to draft an MOU for items covered in the collective bargaining agreement.
    c. Commissioner Frindt expressed approval at the creative approach to onboarding firefighters in a timely manner.
    d. Chairperson Nelson asked if the draft MOU is close to being finalized. HR Director Truc Dever responded that now that it has been shared with the CSC, they will move to finalize and circulate it for signature. Deputy Chief Newbold responded that the draft MOU has been shared with the IAFF leadership, as it was a collaboration to draft the language.
IV. Certification of revised 2023 entry level firefighter eligibility list
    a. Deputy Chief Newbold explained how the Fire Department has refreshed the eligibility list from the original list approved at the special meeting on April 18.

d. Commissioner Frindt asked to confirm her understanding that there is an eligibility list submitted to CSC and that list doesn't match internal spreadsheets so the Department is conducting an audit to make necessary fixes to the official list.
e. Chairperson Nelson clarified that Police have a continuous testing process, with more Academies than Fire.
f. Chief Harris elaborated that the Police Department's continuous list is referenced on page 27 of the CSC rules, and testing can occur continuously. This year alone, PD had 150 applicants who took the written test. The Civil Service rules state that the CSC Secretary as the ability to certify the list. For more than 11 years, the Police Department hasn't brought the list to the Commission because it's being certified by the Secretary. She believes that change happened during annexation (between 2009-2011) when the PD had to hire over 30 Police Officers. Now they do not bring a list in the same manner that Fire does.
g. Deputy Chief Newbold added that Fire had 200 applicants, and utilize a continuous batch of candidates on their list. The list is refined through the interview process to get to one list that is used in its entirety until it expires after 12 months. A list gets exhausted when candidates are removed and no other names remain on the list. When fire needs to hire again, they start with a new batch. There are two academies per year, and they hope to utilize one list for both academies.
h. Chief Harris explained that there are multiple testing opportunities for PD, and that they have been hiring early, before the Academy, for many years. These individuals are paid as Police Officers even before Academy as a tool to retain them.
i. Chairperson Nelson requested that Chief Harris and/or HR Director Dever review the CSC rules. Chief Harris' comment that PD hasn't brought the list of candidates to the CSC since annexation caught his attention. He requests that they verify this process is consistent with the rules during the audit.

VI. Adjourned 4:31pm