

# KIRKLAND CIVIL SERVICE COMMISSION

## Meeting Minutes

June 13<sup>th</sup>, 2023

Present (via Zoom):

Chairperson Mark Nelson

Commissioner Suzanne Frindt

Fire Chief Joe Sanford

Deputy Fire Chief Bill Newbold

Human Resources Director/Interim Civil Service Commission Secretary Truc Dever

- 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 May 9, 2023 Regular Meeting
  - a. **Commissioner Suzanne Frindt motioned to approve; Chairperson Mark Nelson seconded.**
- III. Certification of 2023 Battalion Chief eligibility list
  - a. HR Director Truc Dever presented the list of 3 names that Deputy Fire Chief Bill Newbold provided. These 3 individuals went through Battalion Chief testing. 1 individual is ineligible at this time because they currently have not met all the requirements, but should be eligible by November 2023. The 3 individuals are ranked based on their testing results.
  - b. Deputy Fire Chief Bill Newbold explained the testing process, which is proctored through Public Safety Testing (PST). At the Battalion Chief (BC) level, they don't conduct a written exam. The Assessment Center includes:
    - i. Tactical scenario where they're expected to respond to a scenario, arrive on scene, take command, and perform the appropriate actions.
    - ii. "In Basket" to show how they would prioritize their various activities for the day including long-term contacts and follow-through, either with staff or the public.
    - iii. Develop a written paper and small presentation on book provided (*Sticking Points* for intergenerational collaboration) for leadership assessment.
    - iv. Personnel interaction that is scenario-based.
  - c. DC Newbold explained that all 3 candidates that applied passed; PST was pleased with the candidates, and external assessors from across the area also assisted. The department requests that the list of candidates be certified.
  - d. Commissioner Frindt asked if there are currently openings for BCs that need to be filled. DC Newbold explained that there are no current openings, but they foresee openings in the future, and this eligibility list is preparing them for that future need. There is also a temporary assignment that DC Newbold will make using this list due to an extended absence.

- e. Commissioner Frindt asked if this list of 3 candidates will meet their needs, or if they will need more candidates. DC Newbold responded that they believe this list is sufficient for their needs in the near future. The Fire Department has 5 BCs; they see the possibility of staff movement in the future and could exhaust this list, but believe it is sufficient for now. Commissioner Frindt was pleased to hear that the department is doing succession planning.
  - f. **Chairperson Nelson motioned to approve the list of 3 BCs; Commissioner Frindt seconded.**
- IV. Update on Kirkland Police Department Civil Service List Audit
- a. In the absence of a Police Department representative, HR Director Dever shared that the PD is working closely with Human Resources on an audit for the CSC eligibility list. They need more time to complete the audit and anticipate having an update at the July meeting.
  - b. Chairperson Nelson provided a reminder that the CSC would like to confirm that we are complying with the CSC rules for PD; there was a question about the Examiner certifying the list in the May 9<sup>th</sup> meeting (see minutes). Dever confirmed that they will review and address this in the next update on the audit.
- V. **Adjourned at 4:11pm.**