

KIRKLAND CIVIL SERVICE COMMISSION

Meeting Minutes

August 10, 2021

Present (Via Zoom)

Chairperson Mark Nelson
Commissioner Dianne Ramerman
Secretary Angela Southworth
Deputy City Manager, James Lopez
Civilian Admin Commander Melissa Petrichor
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.

The first item on the agenda is the approval of the minutes from the July 13th meeting. Chairperson Nelson asked if there were any comments. No comments were made. Chairperson Nelson and Commissioner Dianne Ramerman approved the minutes.

The second agenda item was to approve a new Civil Service Secretary/Chief Examiner. James Lopez had provided a memo stating that they had completed the “competitive process” in Human Resources and recommended the appointment of Angela Southworth, Interim Human Resources Manager as the new Secretary/Chief Examiner. Motion made by Chairperson Mark Nelson to appoint Angela Southworth as Secretary/Chief Examiner, Commissioner Dianne Ramerman seconded the motion. Motion carried.

Chairperson Mark Nelson skipped the third agenda item while waiting for Dave Van Valkenburg to join the meeting.

The fourth agenda item was to certify the Police Corporal Eligibility List of Sean Carlson and Charles Bussey. Melissa Petrichor from the Police Department stated that she was sitting proctor for Chief Harris. Melissa explained that the department had followed the process with the written test and oral board, work performance rating and both are fantastic candidates. Motion from Chairperson Mark Nelson to certify the list for Police Corporal. Second by Commissioner Dianne Ramerman. Motion carried.

The meeting returned to the third agenda item as Deputy Chief Dave Van Valkenburg joined the call. The third agenda item was to Certify the Fire Lieutenant Eligibility List, the first candidate is David Lilleness and the eighth candidate is Ryan Stevie who is listed as ineligible. Comment before certification, Chairperson Mark Nelson stated he was willing to make a motion to certify the list if we strike off the two years in the all caps section, THIS LIST IS VALID FOR TWO YEARS OR UNTIL REPLACED BY A NEW LIST.

Chairperson Nelson went back to the Civil Service Rules and Regulations Article 9 section 2 state the list will be valid for no more than 12 months and then the list can be extended. The labor agreement has conflicting language which states two years. Chairperson Nelson asked Deputy Chief Van Valkenburg if he had any further comments and Dave had no further comments except that to state that the contract stipulates that the tests occur in alternating years and it is good until it is replaced by the next list. Dave said they will come back to extend the list past the next testing cycle in November 2022.

Chairperson Nelson offered to change their rules to better align with the current labor agreement and get the rules cleaned up. Commissioner Ramerman commented upon further review of the CBA and the Civil Service rules she feels that it comes down to the employer and the union on whether this is mandatory or permissive subject of bargaining when it comes to the test and the timing of the tests. She further stated the timing of the test could be seen as a mandatory subject because it arguably impacts the topic of “wages, hours and working conditions,” and then we should change the Civil Service rules. If it is not mandatory and is permissive then it would be up to the employer to determine when the testing occurs and then the Civil Service would not need to change the rules if the employer agrees with the current schedule. Some internal discussion between the employer and union should take place unless the employer wants to take a stand on it. It would be helpful to the Civil Service Commission to have feedback from the employer on how we view the timing of the test. Deputy Chief Van Valkenburg stated that testing and timing is currently one of the items that is bargained, and they are currently working on language with the union and will have more information at a later date.

Chairperson Nelson asked Deputy City Manager Jim Lopez if he would willing to look at the contracts and civil service rules to align Police and Fire. Chairperson Nelson asked Commissioner Ramerman if she was okay to certify the list if the two years was changed to one. She agreed. Motion carried.

Meeting Adjourned at 4:17 p.m.

Angela Southworth
Angela Southworth
Secretary/Examiner
Kirkland Civil Service Commission