

KIRKLAND CIVIL SERVICE COMMISSION

Special Meeting Minutes

August 10th, 2023

4:00pm

Present (via Zoom):

Chairperson Mark Nelson

Commissioner Doug Jacobson

Commissioner Suzanne Frindt

Police Chief Cherie Harris

Deputy Fire Chief Bill Newbold

Sr. Assistant City Attorney Darcey Eilers

Human Resources Director/Interim Civil Service Commission Secretary Truc Dever

- I. Approve Minutes from June 13, 2023 Regular Meeting
 - a. **Chairperson Nelson made a motion to approve the minutes. Commissioner Frindt seconded the motion. The motion passed with an abstention from Commissioner Jacobson since he was not present at the June meeting.**

- II. Approve Minutes from July 11, 2023 Regular Meeting
 - a. **Chairperson Nelson made a motion to approve the minutes. Commissioner Jacobson seconded the motion. The motion passed with an abstention from Commissioner Frindt since she was not present at the July meeting.**

- III. Consideration to extend probation for firefighter recruit for additional six months.
 - a. Deputy Fire Chief Bill Newbold summarized his memo to the Commission stating there is a probationary firefighter who successfully completed the North King County Training Consortium Recruit Academy and graduated with her class in January 2023. After graduation, she was assigned to 24-hour shift work and began working as a crew member and completing her probationary workbook. Unfortunately, near the end of her probationary period, her performance degraded and is now below expectations. In an effort to help her develop the skills necessary to be successful, the department would like to extend her probation for an additional six months. If less time is needed for her to fulfill her requirements, the department would come back to the Commission to shorten the probationary period.
 - b. **Chairperson Nelson made a motion to approve the six-month probationary period extension. Commissioner Jacobson seconded the motion and the extension request was approved.**

- IV. Report on Kirkland Police Department Civil Service List audit and proposed updates to the Civil Service Rules and Regulations.
 - a. Chief Cherie Harris provided a summary of the memo to the Commission regarding discrepancies on the PD entry level hiring list. She explained that the

audit and review of the Kirkland Police Department's hiring process showed inconsistencies and errors. Audit findings are as follows:

- Veteran's preference was being calculated as points instead of a percent of final score
 - Oral interview scores were periodically miscalculated
 - The Civil Service Secretary received incorrect final scores
 - The Administrative Lieutenant provided hiring recommendations to the Chief of Police with incorrect Civil Service eligibility rankings
 - The issues were applicable to only the entry level eligibility list and not promotional or lateral entry testing.
- b. Process changes will be implemented to ensure similar issues do not occur in the future. This includes continued regular audits of the oral interview score sheets, the scores sent from the Administrative Assistant to the Commission Secretary, and any hiring recommendations made by the Administrative Lieutenant to the Chief of Police.
- c. The Department also recommended two updates to the Civil Service Rules and Regulations:
- The Department recommends that continuous testing and continually updated eligibility lists continue to be utilized for the City's entry-level police eligibility list, but that a requirement be added that the Civil Service Secretary provide the Civil Service Commission with a report to officially memorialize the continuous eligibility Civil Service lists.
 - Staff recommend adding language to the Kirkland Civil Service language to address when errors are found in the scoring or documentation.
- d. **The Commissioners requested time to think about the proposed revisions to the Civil Service Rules and Regulations.** Commissioners were asked to send any recommended edits to Truc Dever, the Interim Civil Service Secretary prior to the next regular Civil Service Commission meeting in September.

V. Executive Session to discuss Litigation or Potential Litigation.

- a. **The Commission went into Executive Session at 5:05pm.** The members returned at 5:15pm to open session to extend Executive Session another ten minutes to 5:25pm.

VI. The Commission returned from Executive Session and adjourned the meeting at 5:25pm.