

KIRKLAND CIVIL SERVICE COMMISSION

Meeting Minutes

April 13, 2021

Present (Via Zoom)

Mark Nelson - Chairperson

Terry Coonan - Commissioner

Cherie Harris - Police Chief

Todd Aksdal - Deputy Police Chief

Dave Van Valkenburg - Deputy Fire Chief

Crystal Jones - HR Analyst

Michael St Jean - Deputy Police Chief

Commissioner Dianne Ramerman not able to attend

Chairperson Nelson called the meeting to order at 4:00 pm

Agenda

The first item on the agenda was Secretary Friang's request for an extension to provide the minutes of the meeting from March 9th, 2021. Chairperson Mark Nelson agreed.

Next item, the Police Department requested permission to conduct a Corporal test. Police Chief Harris addressed the item and stated that there was currently no eligibility list due to expiration and there was a retirement coming in June. The department is expecting two or three more retirements to be coming so there was a need to create an eligibility list. Chairperson Nelson asked if there were any questions. Commissioner Coonan said no. Chairperson Nelson made a motion to allow the Police Department to conduct a Corporal test to create an eligibility list. Commissioner Coonan seconded. Motion passed.

Next item on the agenda, the Police Department requested permission to conduct a Sergeant test. Police Chief Harris stated that the reasons given in the Corporal testing request applied to this request as well. The current Sergeant list will be expiring April 23, 2021 and the department has been given notice that one current Sergeant is retiring. The testing would take place with the Corporal test for logistics, but the assessment center would need to be delayed until September due to scheduling constraints with the assessment vendor. Chairperson Nelson asked if there were any questions. Commissioner Coonan said no. Chairperson Nelson made a motion to allow the Police Department to conduct a Sergeant test to create an eligibility list. Commissioner Coonan seconded. Motion passed.

Under New Business, Commissioner Coonan asked to consider recording the commission meetings from this point on, to provide assistance for notetaking and records. Secretary Friang stated that the recording information would need to be placed on the agenda for each meeting

so that participants would be aware that sessions were to be recorded. It was agreed to start recording the meetings.

Chairperson Nelson asked for any other business items. At hearing none, the meeting was adjourned at 4:07pm.

for Made B. Nelson 07/13/2021
Shawn Friang
Secretary/Examiner
Kirkland Civil Service Commission