

KIRKLAND CIVIL SERVICE COMMISSION

Virtual/Zoom Meeting

(This meeting is recorded)

December 14, 2021
4:00 p.m.

Agenda

Join: https: https://kirklandwa-gov.zoom.us/webinar/register/WN_6w_AhAjCTbGNfsY-MGL98Q

Webinar ID: 984-2984-9894

Passcode: 549112

- I. Approval of Minutes – November 9, 2021
- II. Civil Service Appointment Memorandum
- III. Fire – Certification of Captains List
- IV. Fire – Approval to Hire Lateral Firefighters
- V. Propose Emergency Meeting to Certify the Police Lieutenant's Promotions List
- VI. Adjournment

KIRKLAND CIVIL SERVICE COMMISSION

Meeting Minutes

November 9, 2021

Present (Via Zoom)

Chairperson Mark Nelson
Commissioner Dianne Ramerman
Commissioner Terry Coonan
Secretary Angela Southworth
Civilian Admin Commander Melissa Petrichor
Deputy Fire Chief Dave Van Valkenburg
Deputy City Manager/Interim HR Director James Lopez

Chairperson Nelson opened the meeting at 4:01 pm.

Chairperson Nelson did a roll call of the Commission. Chairperson Mark Nelson and Commissioner Dianne Ramerman confirmed as present. Commissioner Terry Coonan joined a few minutes after the meeting began.

The first item on the agenda is the approval of the minutes from the October 12th meeting. Commissioner Ramerman made the motion to approve the meeting minutes. Chairperson Nelson approved.

The second agenda item was in response to a memo dated November 5, 2021 from the Fire Department. The subject is the extension of the probation period for FF Burton. This is in relation to the Governor's mandate on all firefighters and EMT's be vaccinated, as they are not allowed to provide patient care if they are unvaccinated. The City allowed accommodations and exemptions for employees and FF Burton was approved for an exemption and the accommodation is that she is working a Monday-Thursday shift doing inspections and other duties as assigned by her supervisor. The request is to extend probation for not more than six months, and if it does come to that point that we are going to exceed the six months or cannot successfully evaluate the required skills, knowledge and abilities on an emergency scene, we will have to terminate FF Burton. Requesting permission to extend her probation up to six months and if she cannot come back and successfully complete the probation, we will let her go as a probationary firefighter. Depending on how the accommodations play out she may have a non punitive separation which is the same process that other firefighters will go through and do not come back to work.

Chairperson Nelson asked around the group for questions. Commissioner Coonan had no questions. Commissioner Ramerman asked for a brief summary of the process to allow exemptions. Deputy Chief Van Valkenburg stated that Human Resources handled the exemption process starting with a form that had to be completed by the firefighter that outlined what their objections were to the vaccination. Then the firefighter had an interview with HR and accommodations were either granted or denied. All 17 firefighters who asked for an exemption were granted an accommodation. The accommodation is that they are all on days, varying schedules Monday-Friday doing administrative work such as policies, training, and inspections. They will continue on days for an undetermined time. Deputy Chief Van Valkenburg stated that the City will eventually run out of work and we will have to do some sort of separation on those who choose to not get vaccinated.

Deputy City Manager James Lopez inserted that the accommodations are medical or religious accommodation, and this is the process we go through for all accommodation types and are specific to those two categories and then the City determines if it is economic feasible. Commissioner Ramerman sought clarification asking if this process is HR driven, city wide and Fire Administration was not involved? Deputy City Manager James Lopez clarified, right now it is only Fire and some pockets in Parks that this mandate applies. Commissioner Ramerman also asked if we thought six months would do it in that the issue would resolve in six months? Deputy Chief Van Valkenburg stated that if we got the six-month mark we would get in the position where we would have to move on. The City for every person who has come off shift has an exposure to overtime, so the City is taking a huge financial liability in wages and overtime backfilling of these firefighters. At some point maintaining the day shift accommodation will not be economic feasible and that will happen before six months is up. Deputy Chief Van Valkenburg is confident that the City will not be able to extend past six months as they have to wait for a vacancy before they can replace the position and it takes too long to get a new firefighter through the Academy.

Chairperson Nelson asked Deputy Chief Van Valkenburg if the administration and the employee is aware that the commission rules allow one six-month extension. Deputy Chief Van Valkenburg stated that yes, the employee is aware as it was a part of her accommodation letter and that she would be separated if she did not meet the requirements of probation. Chairperson Nelson asked what the start date of the extension of probation and the end date. Deputy Chief Van Valkenburg said the start date was October 18, 2021 and so six months forward would be April 18, 2022. Chairperson Nelson's observation was in order for the probationary firefighter to achieve the things necessary to complete probation, things have to start to happen (ie, patient care.) For example, if FF Burton has five months left of patient care, has the department looked into when those items need to start happening in order for the probation firefighter to complete probation within the six month extension? Deputy Chief Van Valkenburg stated all they are all far into their probation and Ff Burton has managed to get some items checked off, but the time will run out in mid-January. Chairperson Nelson said from a patient care standpoint there will be a point where there is not enough time for FF Burton to be able to do all of the things necessary to be effective in the patient care area. Chairperson Nelson asked if there was a motion to approve extending FF Burton's probation to up to six months. Commissioner Coonan so moved. Chairperson Nelson seconded. Motion approved.

Commissioner Coonan said goodbye to the Civil Service Commission after many years of service. He dropped off the call after his farewell.

Secretary/Examiner Angela Southworth announced that starting November 8th all new hires are required to be vaccinated and this notice will be on all job postings for the entire City. Commissioner Ramerman asked if this included all summer staff positions and it was affirmed yes.

Lastly, Secretary/Examiner Angela Southworth announced this was her last meeting due to resignation from the City effective November 19, 2021.

Meeting Adjourned at 4:26 p.m.

Secretary/Examiner
Kirkland Civil Service Commission



CITY OF KIRKLAND
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MEMORANDUM

To: Kirkland Civil Service Commission

From: Truc Dever, Human Resources Director

Date: December 6, 2021

Subject: Request to appoint Civil Service Secretary/Chief Examiner

The Human Resources Department is requesting the Civil Service Commission ("Commission") consider the appointment of Human Resources Analyst Hayley Hagen as the Civil Service Secretary/Chief Examiner for the month of December 2021 only, pursuant to Kirkland Municipal Code §3.54.020. This appointment is requested due to the departure of Angela Southworth, the previous Secretary/Chief Examiner.

Hayley was selected as part of a competitive, promotional process consistent with §3.54.020, which reads in pertinent part:

"The secretary and chief examiner shall be appointed as a result of a competitive examination, which examination may be either original and open to all properly qualified citizens of the city, or promotional and limited to persons already in the service of the appropriate department or of the department and other departments of said city, town or municipality, as the commission may decide."

The City's selection process for this position was limited to employees in the Human Resources Department. The application was open for five days and several people applied. The selection criteria were based on the candidate's work experience, interest in the position, and the nexus between the candidate's existing work program and the civil service body of knowledge.

As a result of this recruitment, the City had qualified three employees, including Hayley, as eligible to serve as the Secretary/Chief Examiner and is maintaining that list for one year. It was the City's intent to select from the list should another appointment recommendation be necessary during that time, and the City now presents that candidate to the Commission for approval.

Additionally, The Human Resources Department requests that the Commission consider appointing the Labor and Employee Relations Officer to the position of Secretary/Chief Examiner, beginning January 2022. This position is filled through a competitive process and an incumbent is expected to be on-boarded before the next Commission meeting.