

# KIRKLAND CIVIL SERVICE COMMISSION

## Special Meeting

Virtual/Zoom Meeting

(This meeting is recorded)

December 21, 2021

4:00 p.m.

## Agenda

<https://kirklandwa-gov.zoom.us/j/91769070632?pwd=SVp6bmcvVWZzU3FGTnUzWFMxVXhUdz09>

**Passcode:** 904253

**Webinar ID:** 917 6907 0632

- I. Civil Service Appointment Memorandum
- II. Approval of Minutes- December 14, 2021
- III. Certification of Police Lieutenant's Promotions List
- IV. Adjournment



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**MEMORANDUM**

**To:** Kirkland Civil Service Commission

**From:** Truc Dever, Human Resources Director

**Date:** December 17, 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 Director Truc Dever as the Civil Service Secretary/Chief Examiner for this special meeting on December 21, 2021 only, pursuant to Kirkland Municipal Code §3.54.020. This appointment is requested to complete the business of the Commission at a special meeting and due to the current vacancy in the Secretary/Chief Examiner position.

A proposal for the appointment of a new Civil Service Secretary/Chief Examiner will be prepared for January in collaboration with the Commission.

# **KIRKLAND CIVIL SERVICE COMMISSION**

## **Meeting Minutes**

**December 14, 2021**

Present (Via Zoom)

Chairperson Mark Nelson  
Commissioner Dianne Ramerman  
Human Resources Director Truc Dever  
Police Chief Cherie Harris  
Deputy Chief Dave Van Valkenburg  
HR Analyst and Interim Secretary/Chief Examiner Hayley Hagen

Chairperson Nelson opened the meeting at 4:15pm after technological issues with Zoom; the meeting was not recorded using Zoom because of technology issues.

Chairperson Nelson proposed making #2 of the agenda (Civil Service Appointment Memorandum) the first item of discussion, in order to appoint a Secretary for this meeting. Commissioner Ramerman seconded.

Chairperson Nelson noted that he would have an item for the good of the order before adjourning the meeting.

Chairperson Nelson proposed approving of the minutes from the November 8, 2021 meeting. Commissioner Ramerman did not have any comments on the meeting minutes. Chairperson Nelson requested that the minutes be corrected; the header on the right-hand side of the document shows text meant for the Council Meeting agenda. Commissioner Ramerman made a motion to approve the minutes, and Chairperson Nelson seconded the motion.

Chairperson Nelson requested that HR Director Truc Dever speak to the Civil Service Appointment Memorandum she submitted as part of the meeting packet. Dever explained that there is a need for an appointed Civil Service Secretary/Chief Examiner (CSS/CE) to replace the former CSS/CE . The Commission is being asked to appoint Hayley Hagen to the role. Hagen went through the recruitment process for the Secretary/Chief Examiner earlier this year and was on the eligibility list. The Commission's approval is now needed for her to serve as Interim Secretary/Chief Examiner December 2021. Starting in January 2022, it is proposed that the Commission approve the appointment of the City's Labor and Employee Relations Officer, Miguel Morga, as the Secretary/Chief Examiner. Morga was hired after a competitive recruitment for this position.

Commissioner Ramerman requested to know more information about Morga and his background. Dever explained that Morga has served as an AFSCME union representative for

multiple years at cities throughout this region. He has a strong labor negotiation background, is skilled in employee relations and is very well-versed in Washington labor laws & HR practices in general. She expects that he will be a good fit for the department & be able to work with the unions well.

Chairperson Nelson expressed concern with the appointment process that the City had followed. He expressed that he would like more collaboration between the City and the Commission for these matters. He said he discussed this briefly with Deputy City Manager (and previous Interim HR Director) James Lopez about this. Chairperson Nelson motioned to appoint Hagen as the Secretary/Chief Examiner for the term of this meeting. Commissioner Ramerman seconded the motion to approve.

Dever clarified that the memorandum also request the approval of the Labor and Employee Relations Officer for the Secretary/Chief Examiner role beginning in January. Chairperson Nelson explained that he would like a collaborative partnership on this matter. Staff will be in contact with Chairperson Nelson before the next regular Commission meeting.

Chairperson Nelson addressed item #3 on the agenda, Certification of the Captain's List. Deputy Chief Dave Van Valkenburg explained that there are 3 people on the Fire Captain's Eligibility List and there was a 10 day appeal period which has been closed with no appeals or concerns from the candidates. Fire Department administration that the list be certified now. Chairperson Nelson entertained a motion to authorize the list, which consisted of Christopher Rogers, Tyrel Koistinen, and Christopher Bailey. Commissioner Ramerman made the recommendation to certify the list. Nelson seconded the motion.

Chairperson Nelson addressed item #4 on the agenda, Approval to Hire Lateral Firefighters. Van Valkenburg explained that Fire is not ready to put anything forward yet, they still have to put discussions forward with the IAFF local. Fire will be very busy hiring in 2022, especially with retirements and the ballot measure. They need to hire 20 employees and potentially have 7 people leaving because of the vaccine mandate. He wants to remind the Commission that Fire will need the Commission's help with hiring; it will potentially be entry level and lateral hiring. Chairperson Nelson appreciated the notice and asked that Van Valkenburg let the Commission know if Fire needs a special meeting in the future.

Chairperson Nelson moved to #5 on the agenda, Propose Emergency Meeting to Certify the Police Lieutenant's Promotions List. Police Chief Cherie Harris explained that Police had the final part of the Lieutenant's Promotions process on Thursday, December 9th. There is a 10 day waiting period for any appeals. Civil Service Commission rules say that Police needs to hold a meeting as soon as testing is completed. They have usually waited until the next meeting, but with a Lieutenant indicating he's retiring in March and likely going out on leave in mid-January, they need to have a certified list and complete Chief interviews. This would require an inconvenience on the part of the Commissioners, but she expects it would only take about 5 minutes. Harris, Ramerman, and Nelson determined that with the meeting needing to take place at least 10 days after December 9<sup>th</sup>, December 21<sup>st</sup> or 22<sup>nd</sup> would be a good option for this special meeting. With a call-in option for the meeting, they determined the meeting would take place December 21<sup>st</sup> at 4pm. Dever suggested appointing herself as the Secretary/Chief Examiner for the meeting. Harris expressed appreciation for the flexibility in calling this special meeting.

Chairperson Nelson moved on to the good of the order item. He noticed that tonight at the Special Kirkland City Council Meeting, on the Consent Calendar Item 8. H. (1), Other Items of Business, there is a memo from Kathi Anderson (City Clerk), Sridhar Krishnan (Deputy Director of Finance & Administration), and Michael Olson (Deputy Director of Finance) to City Manager Kurt Triplett. The subject of the memo is Civil Service Commission Resignation. Chairperson Nelson was concerned that in the background in discussion it says, "The City Manager will be evaluating the best recruitment process for a new Commissioner that can help take advantage of these hiring opportunities to build even more talented and diverse public safety departments for Kirkland." He was unaware that the Kirkland Civil Service Commission plays a part in evaluating the best recruitment process to take advantage of hiring opportunities. He pointed out to Dever that this was another issue of concern for collaboration between the City and the Commission. His interpretation was that it appears that the City Manager is looking to reshape the Civil Service Commission's role. Dever stated that she was only aware the City Manager is involved in trying to recruit a new Commissioner.

Harris gave the background that there is an agenda meeting on City Council meeting days, and this topic came up. City Manager Kurt Triplett said that he'd contact each member of the Civil Service Commission about this memo to see if there were people to recruit for this position. If he's not able to get to it, he would be delegating this to Jim Lopez. Van Valkenburg confirmed what Harris explained.

Chairperson Nelson adjourned the meeting at 4:43 pm.

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Hayley Hagen  
*Interim Secretary/Chief Examiner*  
Kirkland Civil Service Commission