



## REDMOND CIVIL SERVICE COMMISSION

WEDNESDAY, JANUARY 20, 2021

### MEETING MINUTES

#### I. Call to Order

Commissioner Gasser called the regular meeting of the Redmond Civil Service Commission to order on January 20, 2021, at 4:30 pm via Microsoft TEAMS meeting and telephone conference bridge.

#### II. Attendance

##### Civil Service Commission

Commissioner Nancy Highness  
Commissioner Steve Gasser  
Commissioner Kerry Smith, excused

##### Staff Attendees

Tiah Branson, Chief Examiner  
Beth Simon, Administrative Specialist  
Kevin Stearns, Police Officer  
Tim Gately, Provisional Police Captain  
Tom Langton, Acting Deputy Fire Chief  
Caleb Freeman, Fire Captain  
Kristy Hulverson, HR Deputy Director  
Kseniya Daly, HR Manager

#### III. Approval of Minutes

Motion by Commissioner Gasser, second by Commissioner Highness, to approve the meeting minutes of the December 16, 2020, regular meeting. Motion passed. AU

#### IV. Public Comment

None.

#### V. New Business

Motion by Commissioner Gasser, second by Commissioner Highness, to appoint Commissioner Highness to the position of chairperson of the Civil Service Commission. Motion passed. AU

Police Officer Kevin Stearns provided the Police Department update reporting that Officer Jared Alden separated from service in January.

Motion by Commissioner Highness, second by Commissioner Gasser, to approve the Entry Police Officer Eligibility List. Motion passed. AU

Motion by Commissioner Gasser, second by Commissioner Highness, to approve the Police Support Services Specialist Eligibility List. Motion passed. AU

Acting Deputy Fire Chief Tom Langton provided the Fire Department update. Fire Chief Adrian Sheppard will start on February 1, 2021. The Commission invited Chief Sheppard to a future Civil Service Commission meeting.

One of the new firefighter recruits with 5 years prior experience as a firefighter was put on the line on January 12, 2021. The other nine firefighter recruits are in EMT school and doing well. It is expected that they will join the line in May 2021.

Firefighter Quinn Kesselring completed probation on December 20, 2020. Several fire staff members completed probation on January 1, 2021, including Fire Lieutenants Mark Williams and Alison Hallifax, Medical Services Officer Michael Waite and Fire Captains Shannon Norman, Jason Alexander and Caleb Freeman. Fire Lieutenant Ben Norton completed probation on January 7, 2021.

Firefighter Russell Reece was appointed to Provisional Driver/Engineer on January 16, 2021.

On January 16, 2021 Austin West was promoted to Driver/Engineer. Eric Dubee and Tony Owens were promoted to Fire Lieutenant. Todd Morrison and Roger Stubblefield were promoted to Fire Captain and Shawn Lowry was promoted to Battalion Chief.

Battalion Chief Ralph Ashmore and Fire Captain Drew Cassady retired from the department in January.

Acting Deputy Fire Chief Tom Langton reported that Captain Caleb Freeman will now be attending Civil Service Commission meetings on behalf of the Fire Department in the place of Battalion Chief Shawn Lowry.

Motion by Commissioner Highness, second by Commissioner Gasser, to approve the Battalion Chief – Medical Services Administrator Promotional Eligibility List. Motion passed. AU

Motion by Commissioner Gasser, second by Commissioner Highness, to approve the Battalion Chief Promotional Eligibility List. Motion passed. AU

Motion by Commissioner Highness, second by Commissioner Gasser, to approve the Fire Captain Promotional Eligibility List. Motion passed. AU

Motion by Commissioner Highness, second by Commissioner Gasser, to approve the Fire Lieutenant Promotional Eligibility List. Motion passed. AU

Motion by Commissioner Gasser, second by Commissioner Highness, to approve the Fire Driver-Engineer Promotional Eligibility List. Motion passed. AU

**VI. Old Business**

None

**VII. Adjournment**

Motion by Commissioner Highness, second by Commissioner Gasser, to adjourn the Redmond Civil Service Commission meeting. Meeting was adjourned at 4:59 pm. Motion passed. AU.

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Nancy Highness                      Date  
Chairperson

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Tiah Branson                      Date  
Chief Examiner