



## REDMOND CIVIL SERVICE COMMISSION

WEDNESDAY, JANUARY 22, 2020

### MEETING MINUTES

#### I. Call to Order

Commissioner Steve Gasser called the regular meeting of the Redmond Civil Service Commission to order on Wednesday, January 22, 2020, at 4:30 p.m. in the Council Conference Room, 15670 NE 85<sup>th</sup> Street, Redmond, Washington.

#### II. Attendance

##### Civil Service Commission

Commissioner Steve Gasser, Chair  
Commissioner Nancy Highness  
Commissioner Kerry Smith

##### Staff Attendees

Kristy Hulverson, Chief Examiner and HR Deputy  
Director  
Tom Langton, Battalion Chief  
Dawn DeLoach, Fire Admin. Coordinator  
Beth Simon, Police Administrative Specialist  
Kevin Stearns, Police Officer  
Tiah Branson, HR Analyst

#### III. Approval of Minutes

1. Motion by Commissioner Gasser, second by Commissioner Smith, approve meeting minutes of the December 18, 2019, regular meeting. Motion passed. AU

#### IV. Public Comment

None.

#### V. New Business

1. Motion by Commissioner Highness, second by Commissioner Gasser, to appoint Commissioner Smith to the position of chairperson. Motion passed. AU
2. Fire Administrative Coordinator Dawn DeLoach provided the Fire Department update. The Fire Support Administrative Assistant eligibility list expired December 19, 2019. Administrative Assistant Mia Karlson and Driver/Engineer Jerry Lancaster completed probation in January. Fire Support Program Coordinator Rafael Corrales resigned in December. Information was provided regarding Fire Department promotions to Battalion Chief, Captain, Medical Services Officer and Lieutenant with effective dates in January 2020.

Battalion Chief Tom Langton gave an update regarding Recruit Firefighter Quinn Kesselring. Quinn is currently enrolled in EMT school and plans to attend the fire academy in May. Quinn's anticipated graduation date is in July, with an estimated date to be on the line by early August.

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

4. Motion by Commissioner Highness second by Commissioner Gasser, to approve the Fire Captain Promotional Eligibility List. Motion passed. AU
5. Motion by Commissioner Highness second by Commissioner Smith, to approve the Medical Services Officer Promotional Eligibility List. Motion passed. AU
6. Motion by Commissioner Gasser second by Commissioner Smith, to approve the Fire Lieutenant Promotional Eligibility List. Motion passed. AU
7. Battalion Chief, Tom Langton presented the Proposed Selection Process for Deputy Fire Chief. Motion by Commissioner Highness, second by Commissioner Gasser, to approve the Deputy Fire Chief Proposed Selection Process. Motion passed. AU
8. Battalion Chief, Tom Langton presented the Proposed Selection Process for Fire Apparatus Program Supervisor. Motion by Commissioner Highness, second by Commissioner Smith, to approve the Fire Apparatus Program Supervisor Proposed Selection Process. Motion passed. AU
9. Battalion Chief, Tom Langton presented the Proposed Selection Process for Fire Support Program Coordinator. Motion by Commissioner Gasser, second by Commissioner Smith, to approve the Fire Support Program Coordinator Proposed Selection Process. Motion passed. AU
10. Battalion Chief, Tom Langton presented the Proposed Selection Process for Driver-Engineer. Motion by Commissioner Gasser, second by Commissioner Smith, to approve the Driver-Engineer Proposed Selection Process. Motion passed. AU
11. Police Admin Specialist Beth Simon provided the Police Department update reporting that Police Officer Anthony Marinella separated from employment. Beth requested the Lateral Police Officer Eligibility List be pulled from the January 22, 2020 meeting agenda.
12. Motion by Commissioner Highness second by Commissioner Smith, to approve the Entry Level Communications Dispatcher Eligibility List. Motion passed. AU
13. Motion by Commissioner Highness second by Commissioner Gasser, to approve the Entry Level Police Officer Eligibility List. Motion passed. AU

**VI. Old Business**

Chief Examiner and HR Deputy Director Kristy Hulverson reported that HR Analyst Tiah Branson would transition to Civil Service Chief Examiner starting with the February 19, 2020 Civil Service Commission meeting.

