



REDMOND CIVIL SERVICE COMMISSION

WEDNESDAY, April 21, 2021

MEETING MINUTES

I. Call to Order

Commissioner Highness called the regular meeting of the Redmond Civil Service Commission to order on April 21, 2021 at 4:31 p.m. via Microsoft TEAMS meeting.

II. Attendance

Civil Service Commission

Commissioner Nancy Highness, Chair
Commissioner Steve Gasser
Commissioner Kerry Smith

Staff Attendees

Tiah Branson, Chief Examiner
Beth Simon, Administrative Specialist
Kevin Stearns, Police Officer
Adrian Sheppard, Fire Chief
Caleb Freeman, Fire Captain
Kseniya Daly, HR Manager

III. Approval of Minutes

Motion by Commissioner Gasser, second by Commissioner Smith to approve the meeting minutes of the March 17, 2021 regular meeting. Motion passed. AU

IV. Public Comment

None.

V. New Business

Commissioner Smith shared she will be unavailable to attend the May 17, 2021 meeting. Commissioners Highness and Gasser stated they would be available to attend the May meeting. The quorum requirement for the number of commissioners in attendance at the May meeting should not be an issue.

Fire Captain Caleb Freeman provided the Fire Department update sharing that the Deputy Fire Chief application period closed April 11, 2021 with 20 applications received. The Fire Support Program Coordinator (Prevention) interviews were conducted on April 13 and April 15. Captain Freeman also shared that Driver/Engineer Colton Tupen completed probation on April 16, 2021 and Recruit Firefighter Erik Oruoja resigned on April 12, 2021.

Motion by Commissioner Highness, second by Commissioner Smith, to approve the Fire Support Program coordinator (Prevention) Eligibility List as amended to reflect the withdrawal of candidate Jenna McGurk. Motion passed. AU

Kevin Stearns provided the Police Department update sharing that Officer Kaitlin Kapan separated employment with the City of Redmond Police Department. Kevin also shared that Sabrina Chivington's provisional Sergeant appointment ended on March 22, 2021. Julie Beard was promoted to the position of Police Lieutenant on April 1, 2021 and Ryan George was promoted to the position of Police Lieutenant on April 16, 2021.

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

Motion by Commissioner Smith, second by Commissioner Highness, to approve the Lateral Police Officer Eligibility List. Discussion. Motion passed. AU

Motion by Commissioner Gasser, second by Commissioner Smith, to approve the Police Sergeant Eligibility List. Motion passed. AU

Motion by Commissioner Highness, second by Commissioner Gasser, to approve the Police Support Services Specialist Proposed Selection Process. Discussion. Motion passed. AU

VI. Old Business

None.

VII. Adjournment

Motion by Commissioner Highness, second by Commissioner Smith, to adjourn the Redmond Civil Service Commission meeting. Meeting was adjourned at 4:52 p.m. Motion passed. AU.

Nancy Highness
Chairperson

Date

Tiah Branson
Chief Examiner

Date