

CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES
Monday, DECEMBER 16, 2019
5:00 PM

Present: Christine Klein, Chair
Allyson Chicoski, Member
Lee Higgins, Member

Also Present: Dawn Bishop, CSC Coordinator
David Moore, City of Kent, Fire Department
Melanie Baker, City of Kent Service Director

Call to Order

The regular meeting of the Civil Service Commission was called to order at 5:04 pm on Monday, December 16, 2019, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MINUTES OF November 18, 2019 made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

Service Department

Personnel Changes Read.

Ms. Baker said there is a Repair Operator position open come the first of the year and no qualified internal candidates, and they are requesting a test. There is also an open Laborer position that they are requesting a test for as the current eligible list expires this month. Ms. Baker requested the Laborer exam be given first. Discussion regarding if there was an updated job description for both positions, which there was as both have recently been posted internally.

MOTION TO HOLD CIVIL SERVICE EXAMS FOR THE POSITION OF LABORER AND REPAIR OPERATOR TO ESTABLISH AN ELIGIBLE LIST, made by Mr. Higgins, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

Ms. Baker said she would like to speak with the test administrator, Ms. Ramsey, before the Repair Operator exam, as one thing they have discovered as people go through their career, they are not doing a very good job of making sure people are coming up behind them. They are in the process of making sure they have testing and licensures in place as required to move people up to make the department stronger.

Safety Administration

Kent Fire Department

Fire Captain David Moore said the Fire Department is requesting a test for Fire Fighter/Paramedic be given to establish an eligible list. He said they are hoping for an exam date in early March to coincide with an upcoming retirement in June. They are expecting to hire three off of this yet to be establishes list.

MOTION TO HOLD A CIVIL SERVICE EXAM FOR THE POSITION OF FIRE FIGHTER/PARAMEDIC TO ESTABLISH AN ELIGIBLE LIST, made by Mr. Higgins, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

It was requested that Ms. Bishop reach out to Chief Tosko and make sure the posting and job description was still up to date.

Kent Police Department

Personnel Change Read.

Discussion regarding the Chief Assessment Results and the report that OACP returns. It was commented that it looked like a very comprehensive report. Ms. Klein asked if Chief Lee let the two candidates know of their results and Ms. Bishop confirmed that yes Chief Lee did.

Civil Service Commission

Discussion regarding Mr. Higgins' reappointment and how he had missed the council interview period as his car had broken down while out of state. There were new rules put into place at City Council that all applicants and re-applicants had to appear for their interview, which Mr. Higgins was going to check his emails and see if that was relayed to him. Ms. Klein and Ms. Chicoski both said if there was anything they could do, or someone to reach out to, they would and Mr. Higgins said he didn't think there was anything they could do at this time.

There was a brief recess at 5:34 PM. Reconvened at 5:38 PM.

Went over the yearly report that will be submitted to the Personnel Board of Review and looked at the upcoming budget.

Reviewed the dates for the Regular Civil Service Meetings for 2020.

Adjournment

MOTION MADE TO ADJOURN THE MEETING AT 5:50 PM

Motion was made by Ms. Chicoski, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

Minutes approved: Jan. 27, 2020



Christine Klein, Chair



Allyson Chicoski, Member