



Agenda
Personnel Committee Meeting
Thursday, July 27, 2023
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

Committee Members: Lorence, Mai-Windle and Newell

Staff Liaison: Lacey Paulsen

Staff Liaison Assistant: Julie Davis

Regular Meeting - 10:00 a.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the June 26, 2023 Personnel Committee Meeting Minutes

Communications:

2. Comments from Visitors (Please Limit Comments to 5 Minutes)

Old Business:

New Business:

3. Certification List for Entry Level Firefighter
 - Katie Crusselle, Human Resources Generalist
4. Certification List for Lateral Firefighter
 - Katie Crusselle, Human Resources Generalist
5. Certification List for Entry Level Police Officer
 - Katie Crusselle, Human Resources Generalist

Comments and Reports:

6. Personnel Committee Members
7. HR Staff Liaison

Adjournment

The next Personnel Committee Meeting will be scheduled as needed.

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/27/2023

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the June 26, 2023 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on June 26, 2023.

Summary:

Draft meeting minutes from the June 26, 2023 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2023.06.26 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Monday, June 26, 2023

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 11:00 a.m.

Call to Order/Attendance:

Committee Members Barbara Newell, Anh-Thu Mai-Windle, and Stephen Lorence were present.

Also present were Human Resources Generalist Katie Crusselle, and Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison).

Approval of Minutes:

Ms. Mai-Windle moved and Mr. Lorence seconded to approve the June 14, 2023 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Entry Level Firefighter

Ms. Crusselle informed the committee that the Oral Board Process held on June 20, June 21, and June 22, 2023, for Entry Level Firefighter consisted of 21 candidates, and 7 candidates were certified to the list.

Ms. Newell moved and Ms. Mai-Windle seconded the motion to approve the Entry Level Firefighter certification list as presented. The motion carried 3-0.

2. Certification List for Lateral Firefighter

Ms. Crusselle informed the committee that the Oral Board Process held on June 20, June 21, and June 22, 2023, for Lateral Firefighter consisted of 2 candidates, and 2 candidates were certified to the list.

Mr. Lorence moved and Ms. Newell seconded the motion to approve the Lateral Firefighter certification list as presented. The motion carried 3-0.

3. Certification List for Fire Battalion Chief Promotional Process

Ms. Crusselle informed the committee that the Promotional Process held on May 25, 2023, for Fire Battalion Chief consisted of 3 candidates, and 3 candidates were certified to the list.

Ms. Mai-Windle moved and Ms. Newell seconded the motion to approve the Fire Battalion Chief certification list as presented. The motion carried 3-0.

Comments and Reports:

4. Personnel Committee Members

Mr. Lorence mentioned the end of his 2nd term is coming up. Ms. Crusselle will confirm this information with the City Clerk.

5. HR Staff Liaison
None.

Adjournment:

Ms. Crusselle adjourned the meeting at **11:15 a.m.**

APPROVED:

ATTESTED:

Stephen Lorence, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:

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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/27/2023

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Entry Level Firefighter

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for entry level Firefighter from the oral board process held on July 25, 2023.

Summary:

The certification list for entry level Firefighter from the oral board process held on July 25, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/27/2023

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Lateral Firefighter

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for Lateral Firefighter from the oral board process held on July 25, 2023.

Summary:

The certification list for Lateral Firefighter from the oral board process held on July 25, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/27/2023

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Entry Level Police Officer

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for entry level Police Officer from the oral board process held on July 25, 2023.

Summary:

The certification list for entry level Police Officer from the oral board process held on July 25, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: