



Agenda
Personnel Committee Meeting
Monday, June 23, 2025
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Regular Meeting - 11:30 a.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the June 19, 2025 Personnel Committee Meeting Minutes

Communications:

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

Old Business:

New Business:

3. Certification List for Fire Battalion Chief
-Abby Cruse

Comments and Reports:

4. Personnel Committee Members
5. 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.



Meeting Minutes

Personnel Committee Meeting

Thursday, June 19, 2025

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting - 11:30 a.m.

Ms. Friberg called the meeting to order at 11:30 a.m.

Welcome and Roll Call:

Ms. Friberg welcomed those in attendance.

Attendance:

Committee Member Mai-Windle

Absent

Committee Member Lowe

Present (Remote via Zoom)

Committee Member Watson

Present (Remote via Zoom)

Also present were Human Resources Generalist Friberg and Human Resources Administrative Assistant II Stricklin (Assistant Staff Liaison).

Approval of Minutes:

Danny Lowe moved and Emma Chambers seconded to approve the June 12, 2025 meeting minutes as presented. The motion carried 2-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Exceptional Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on June 18, 2025, for Exceptional Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

Danny Lowe moved and Emma Chambers seconded the motion to approve the Exceptional Entry Level Police Officer certification list as presented. The motion carried 2-0.

Comments and Reports:

2. Personnel Committee Members
None.
3. HR Staff Liaison
None.

Adjournment:

Ms. Friberg adjourned the meeting at 11:20 a.m.

APPROVED:

ATTESTED:

Anh-Thu Mai-Windle, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/23/2025

Agenda Category: New Business

Prepared
By: Abby Cruse

Subject

Certification List for Fire Battalion Chief

Department

Human Resources

Recommended Motion

Move to approve the certification list for Fire Battalion Chief from the promotional process held on May 21, 2025.

Summary

The certification list for Fire Battalion Chief from the promotional process held on May 21, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments