



Agenda
Personnel Committee Meeting
Thursday, August 21, 2025
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Regular Meeting - 11:00 a.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the July 24, 2025 Personnel Committee Meeting Minutes

Old Business:

New Business:

2. Certification List for Entry Level Police Officer
- Carla Friberg, Human Resources Generalist

Comments and Reports:

3. Personnel Committee Members
4. HR Staff Liaison

Adjournment

The next Personnel Committee Meeting will be held 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, July 24, 2025

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

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

Ms. Cruse called the meeting to order at 11:31 a.m.

Welcome and Roll Call:

Ms. Cruse welcomed those in attendance.

Attendance:

Committee Member Mai-Windle	Present (Remote via Zoom)
Committee Member Lowe	Present (Remote via Zoom)
Committee Member Watson	Absent

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

Approval of Minutes:

Danny Lowe moved and Anh-Thu Mai-Windle seconded to approve the July 17, 2025 meeting minutes as presented. The motion carried 2-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Entry Level Firefighter

Ms. Cruse informed the committee that the Oral Board Process held on July 22, 2025, for Entry Level Firefighter consisted of 8 candidates, and 4 candidates were certified to the list.

Danny Lowe moved and Anh-Thu Mai-Windle seconded the motion to approve the Entry Level Firefighter certification list as presented. The motion carried 2-0.

2. Certification List for Paramedic Firefighter

Ms. Cruse informed the committee that the Oral Board Process held on July 22, 2025, for Paramedic Firefighter consisted of 1 candidate, and 1 candidate was certified to the list.

Danny Lowe moved and Anh-Thu Mai-Windle seconded the motion to approve the Paramedic Firefighter certification list as presented. The motion carried 2-0.

Comments and Reports:

3. Personnel Committee Members
None.

4. HR Staff Liaison
None.

Adjournment:

Ms. Cruse adjourned the meeting at 11:37 a.m.

APPROVED:

ATTESTED:

Anh-Thu Mai-Windle, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 8/21/2025

Agenda Category: New Business

Prepared By: Carla Friberg, 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 August 20, 2025.

Summary

The certification list for entry level Police Officer from the oral board process held on August 20, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments
