



## **Agenda**

Personnel Committee Meeting

Monday, June 1, 2026

Richland City Hall

625 Swift Boulevard

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### **Regular Meeting - 11:30 a.m.**

#### **Call to Order/Attendance**

#### **Public Comments**

#### **Approval of Minutes (Approved by Motion)**

1. Approval of the May 14, 2026 Personnel Committee Meeting Minutes
  - Jillian Stricklin, Administrative Assistant II

#### **Old Business**

#### **New Business**

2. Certification List for Fire Lieutenant
  - Leah Laughery, Human Resources Generalist
3. Certification List for Fire Captain
  - Leah Laughery, Human Resources Generalist

#### **Comments and Reports**

4. Personnel Committee Members
5. 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. (RCW Ch. 42.30) 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, May 14, 2026  
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 **11:31 a.m.**

**Welcome and Roll Call:**

Ms. Friberg welcomed those in attendance.

**Attendance:**

Committee Member Fair	Present (Remote via Zoom)
Committee Member Lowe	Present (Remote via Zoom)
Committee Member Chambers	Present (Remote via Zoom)

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

**Approval of Minutes:**

**COMMITTEE MEMBER LOWE MOVED AND COMMITTEE MEMBER CHAMBERS SECONDED THE MOTION TO APPROVE THE MAY 14, 2026 MEETING MINUTES AS PRESENTED. MOTION CARRIED 3-0.**

**Communications:**

None.

**Old Business:**

None.

**New Business:**

1. Certification List for Entry Level Firefighter

Ms. Friberg informed the committee that the Oral Board Process held on May 12, 2026, for Entry Level Firefighter consisted of 8 candidates, and 2 candidates were certified to the list.

**COMMITTEE MEMBER CHAMBERS MOVED AND COMMITTEE MEMBER LOWE SECONDED THE MOTION TO APPROVE THE ENTRY LEVEL FIREFIGHTER CERTIFICATION LIST AS PRESENTED. THE MOTION CARRIED 3-0.**

2. Certification List for Paramedic Firefighter

Ms. Friberg informed the committee that the Oral Board Process held on May 12, 2026, for Paramedic Firefighter consisted of 1 candidate, and 1 candidate was certified to the list.

**COMMITTEE MEMBER FAIR MOVED AND COMMITTEE MEMBER LOWE SECONDED THE MOTION TO APPROVE THE PARAMEDIC FIREFIGHTER CERTIFICATION LIST AS PRESENTED. THE MOTION CARRIED 3-0.**

**Comments and Reports:**

3. Personnel Committee Members  
None.

4. HR Staff Liaison

**Adjournment:**

Ms. Friberg adjourned the meeting at 11:38 a.m.

APPROVED:

ATTESTED:

\_\_\_\_\_  
Dan Lowe, Chair

\_\_\_\_\_  
Krysten Mabe, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



## PERSONNEL COMMITTEE AGENDA ITEM STAFF REPORT

Meeting Date: 6/1/2026

Agenda Category: New Business

Prepared By: Leah Laughery, Human Resources Generalist

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### Subject

Certification List for Fire Lieutenant

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### Department/Office

Human Resources

### Document Type

Personnel Committee Item

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### Recommended Motion

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Move to approve the certification list for Fire Lieutenant from the promotional process held on April 29-30, 2026.

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### Summary

The certification list for Fire Lieutenant from the promotional process held April 29-30, 2026, is presented for review and approval. The Chair will execute upon Committee approval.

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### Fiscal Impact

None.

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### Attachments

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## PERSONNEL COMMITTEE AGENDA ITEM STAFF REPORT

Meeting Date: 6/1/2026

Agenda Category: New Business

Prepared By: Leah Laughery, Human Resources Generalist

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### Subject

Certification List for Fire Captain

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### Department/Office

Human Resources

### Document Type

Personnel Committee Item

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### Recommended Motion

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Move to approve the certification list for Fire Captain from the promotional process held on April 29-30, 2026.

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### Summary

The certification list for Fire Captain from the promotional process held April 29-30, 2026, is presented for review and approval. The Chair will execute upon Committee approval.

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### Fiscal Impact

None.

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### Attachments