

Note: City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. The Personnel Committee will meet remotely for this meeting. Members of the public may attend this meeting remotely by calling the phone number provided.



Agenda
Personnel Committee Meeting
Thursday, June 10, 2021
Join the Zoom meeting [here](#)
Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 363 276 1823

Committee Members: Lorence, Mai-Windle and Newell

Staff Liaisons: Lacey Paulsen

Staff Liaison's Assistant: Katie Crusselle

Regular Meeting - 1:00 p.m. via Zoom

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the May 27, 2021 Personnel Committee meeting minutes
 - Katie Crusselle, Human Resources Generalist

Communications:

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

Old Business:

New Business:

3. Certification List for Fire Battalion Chief Promotional Process
 - Lacey Paulsen, Human Resources Manager
4. Propose changes to Firefighter EMT recruitment process
 - Lacey Paulsen, Human Resources Manager; Noah Bowen, Fire Lieutenant; Pete Zukowski, Fire Lieutenant

Comments and Reports:

5. Personnel Committee Members
6. HR Staff Liaison

Adjournment

The next Personnel Committee Meeting will be scheduled as needed.

Richland City Hall is ADA accessible. 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 942-7389.



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/10/2021

Agenda Category: Approval of Minutes

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Approval of the May 27, 2021 Personnel Committee meeting minutes

Department:

Administrative Services

Recommended Motion:

Approve the minutes of the Personnel Committee meeting held on May 27, 2021.

Summary:

Draft meeting minutes from the May 27, 2021 meeting are presented for review and approval.

Attachments:

1. 2021.05.27 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, June 3, 2021

Zoom- Public Telephone Access: (206) 337-9723 or (253) 215-8782

Meeting ID No. 363 276 1823

Personnel Committee Regular Meeting – 1:00 p.m. via Zoom

Call to Order/Attendance:

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

Also present were Human Resources Manager Lacey Paulsen (Staff Liaison) and Human Resources Generalist Katie Crusselle (Assistant Staff Liaison).

Approval of Minutes:

Ms. Newell moved and Mr. Lorence seconded to approve the May 7, 2021 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Lateral Police Officer

Ms. Crusselle informed the committee that the oral board process held for Lateral Police Officer consisted of one candidate, and one candidate was certified to the list.

Ms. Newell moved and Mr. Lorence seconded the motion to approve the Lateral Police Officer Certification List as presented. The motion carried 3-0.

2. Certification List for Entry Level Police Officer

Ms. Crusselle informed the committee that the Entry Level Police Officer consisted of two candidates, and one candidate was certified to the list.

Mr. Lorence moved and Ms. Mai-Windle seconded the motion to approve the Entry Level Police Officer Certification List as presented. The motion carried 3-0.

Comments and Reports:

- 3. Personnel Committee Members
None.
- 4. HR Staff Liaison
None.

Adjournment:

Ms. Paulsen adjourned the meeting at 1:14 p.m.

APPROVED:

ATTESTED:

Stephen Lorence, Chair

Lacey Paulsen, Staff Liason

DATE APPROVED:

DATE PUBLISHED:

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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/10/2021

Agenda Category: New Business

Prepared By: Lacey Paulsen, Human Resources Manager

Subject:

Certification List for Fire Battalion Chief Promotional Process

Department:

Administrative Services

Recommended Motion:

Move to approve the certification list for Fire Battalion Chief from the promotional process held on May 6 and May 10, 2021.

Summary:

The certification list for the Fire Battalion Chief from the promotional process held on May 6 and May 10, 2021, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/10/2021

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Propose changes to Firefighter EMT recruitment process

Department:

Administrative Services

Recommended Motion:

Move to approve the changes to the recruitment process for Firefighter EMT.

Summary:

Proposed changes for the Firefighter EMT recruitment process is presented for committee review and approval.

Attachments:

1. Proposed Changes-Firefighter Oral Board Process - 6.2021



RICHLAND FIRE & EMERGENCY SERVICES DEPARTMENT FIREFIGHTER/EMT/PARAMDEIC TESTING PROCESS

CURRENT PROCESS	2021 PROPOSED AMENDED PROCESS
<u>Application Screening:</u> Public Safety Testing (PST) conducts all initial written and physical agility testing. All candidates pre-qualified with PST are invited to participate in the application screening process. Applications will be screened solely on meeting minimum qualifications and automatic disqualifiers. The City will review applications as they are received and will hold oral board processes on an as-needed basis. <u>Testing Process (Components/Weights):</u> - Oral Board Interview – 80% (<i>Pass/Fail Element</i>) - FST Score (PST Written) – 20%	<u>Application Screening:</u> Public Safety Testing (PST) conducts all initial written and physical agility testing. All candidates pre-qualified with PST are invited to participate in the application screening process. Applications will be screened solely on meeting minimum qualifications and automatic disqualifiers. The City will review applications as they are received and will hold oral board processes on an as-needed basis. <u>Testing Process:</u> Two phases of panel interviews: 1. Ten (10) minute “speed interview” for all applicants that meet minimum qualifications and were not disqualified during screening. This part of the process will not be given a score, and instead be pass or fail. Any applicant that passes this phase moves to the second interview. 2. Traditional oral board panel interview worth 100% of the final score. Applicants must receive a score of 70% or higher to be certified to the eligibility list for the position. <u>Comments:</u> We have found that when we have vacancies available, we are receiving many applications and only have limited time available for interviews and were only able to interview up to 20 applicants at a time (20 interviews = 20 hours). The proposed change will allow the department to interview more applicants in less time, and determine how the applicant responds to pressure and competition. This gives both the applicant and department an opportunity to determine fit for the position before moving onto the traditional interview process. We will also be accepting applications for an Experienced Paramedic position. With the growth the department is experiencing with new stations being built, and more on the horizon, we need to obtain more Paramedics on staff to support the growth. It’s a two-year program to complete the Paramedic Certification process, so hiring applicants that already have that certification is a bonus.

	Experienced Paramedic applicants would not be required to go through the process with PST since they are already employed in the EMS field. They would be required to complete a Candidate Physical Abilities Test (CPAT) within the past year. The CPAT is the recognized standard for measuring an individual's ability to handle the physical demands of being a firefighter. The times test measures how candidates handle eight separate events, all designed to mirror tasks on the job. The Experienced Paramedic position will go through the same testing process as proposed above (Two phases of panel interviews) and would be hired at "Step C" on the pay scale.
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