



Leading the Way

**City of Kennewick
CIVIL SERVICE COMMISSION
09/15/2020 - 5:30 PM – Regular Meeting
Conducted via WebEx – COVID-19**

Commission Members Present: Commissioner Sandi Strawn, Commissioner Ron Mabry, & Commissioner Mike Rader

Staff Members Present: Ken Hohenberg, Chad Michael, Kevin Crowley, Corey Osborn, & Beth Whitton

- 1. CALL TO ORDER – 5:34pm**
- 2. APPROVAL OF MINUTES**

A motion was made by Commissioner Rader to approve the minutes from the August 18, 2020 meeting as presented. Commissioner Mabry seconded. **MOTION CARRIED.**

3. OLD BUSINESS

- a. Removal of Names from the Public Safety Testing (PST) Police Officer Eligibility List
 - i. Did not respond to the request
 1. John Frantz, Trevor Payne

A motion was made by Commissioner Mabry to remove the names listed above for not responding to the request. Commissioner Rader seconded. **MOTION CARRIED.**

- b. Approval of Public Safety Testing (PST) Police Officer Eligibility List

A motion was made by Commissioner Rader to approve the eligibility list as presented. Commissioner Mabry seconded. **MOTION CARRIED.**

- c. Removal of Names from the In-State Lateral Police Officer Eligibility List
 - i. Did not respond to request
 1. Robert Copodonna, Xavier Pia Delgado De Molina, Jerry Babcock

A motion was made by Commissioner Mabry to remove the names listed above for not responding to the request. Commissioner Rader seconded. **MOTION CARRIED.**

- ii. Did not meet department standards
 1. Albert Elliott

A motion was made by Commissioner Rader to remove the name listed above for not meeting department standards. Commissioner Mabry seconded. **MOTION CARRIED.**

- iii. Per Candidate Request

1. Dain Munnich, Megan Reynolds, Stephen Knapp, Gregory Marek, Alexander Hesla, Vince Hupf, Matthew Merritt, Gerardo Moreno



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A motion was made by Commissioner Mabry to remove the name listed above per the candidates' request. Commissioner Radar seconded. **MOTION CARRIED.**

iv. **Hired**

1. **Kristofer Safranek**

A motion was made by Commissioner Radar to remove the name listed above for being hired. Commissioner Mabry seconded. **MOTION CARRIED.**

d. **Approval of the In-state Lateral Police Officer Eligibility List**

A motion was made by Commissioner Mabry to approve the eligibility list as presented. Commissioner Rader seconded. **MOTION CARRIED.**

e. **Approval of National Testing Network (NTN) Police Officer Eligibility List**

A motion was made by Commissioner Rader to approve the eligibility list as presented. Commissioner Mabry seconded. **MOTION CARRIED.**

f. **Approval of Police Sergeant Promotional Eligibility List**

A motion was made by Commissioner Mabry to approve the eligibility list as presented. Commissioner Radar seconded. **MOTION CARRIED.**

g. **Approval of Battalion Chief Promotional Eligibility List**

A motion was made by Commissioner Rader to approve the eligibility list as presented. Commissioner Mabry seconded. **MOTION CARRIED.**

4. NEW BUSINESS

a. **Request to Administer a Fire Captain Promotional Exam**

i. Staff recommends an exam consisting of three components to receive equal weight:

1. Tactical Emergency Response Scenario
2. Personnel Management Scenario
3. Interview Component

ii. Staff recommends removing the multiple-choice component because potential officers' technical knowledge is already tested in the Fire Department's officer development books. These books were introduced in 2018 and became a promotional requirement in June 2020.

A motion was made by Commissioner Rader to approve the administration of a Fire Captain Promotional Exam as presented. Commissioner Mabry seconded. **MOTION CARRIED.**

b. **Request to Establish a Short-Term Eligibility List for Pre-Qualified Entry-Level Police Officers**

i. Staff has learned that multiple law enforcement agencies throughout Washington State have laid off newly-hired police officer recruits due to budget decreases. These agencies have already paid for Basic Law Enforcement Academy costs and the BLEA will permit the



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recruits to finish the academy. However, the recruits will not be employed at the end of academy and therefore cannot become commissioned until they are re-hired. Staff recommends establishing an additional short-term eligibility list for entry-level police recruits in this specific circumstance. Staff proposes that applicants must meet the following criteria at the time of application:

1. Must meet all employment requirements outlined in the job description;
 2. Must have successfully completed a pre-employment process for a Washington State law enforcement agency and have been enrolled in the Basic Law Enforcement Academy (BLEA) within the previous twelve (12) months;
 3. Must not have an existing offer for continued employment post-Academy;
 4. Must pass a pre-employment psychological exam; and
 5. Must pass a pre-employment medical exam, or have passed a comparable pre-employment medical exam within the previous twelve (12) months.
- ii. Staff recommends that the City maintain a short-term eligibility list as outlined above for a maximum of twelve (12) months from the date of Commission approval. Future extensions of time or new requests would require further Commission approval.
 - iii. If approved, Staff will continue to fill Police Officer vacancies from all eligibility lists, including the PST and NTN entry-level lists, the In-State Lateral list, and the Police Cadet list.

A motion was made by Commissioner Rader to establish a Short-Term Eligibility List for Pre-Qualified Entry-Level Police Officers as presented. Commissioner Mabry seconded. **MOTION CARRIED.**

c. Staff Updates – Police & Fire Department Staffing

- i. Fire
 1. Deputy Fire Chief exam will be conducted on 9/24
 2. 1 Fire Fighter vacancy
- ii. Police
 1. 12 Police Officer vacancies
 2. 1 Sergeant promotion effective 9/16
 3. 1 Lateral Police Officer swearing in 9/16

There being no further business to come before the Civil Service Commission, the meeting adjourned at 6:15pm.

Sandi Strawn, Commissioner

Ron Mabry, Commissioner

Mike Rader, Commissioner

Beth Whitton, Secretary