



CIVIL SERVICE COMMISSION REGULAR MEETING

April 5, 2022

REMOTE MEETING ON ZOOM

Please click the link below to join the webinar:

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AGENDA

- 1. CALL TO ORDER / ROLL CALL - 9:00 AM**
- 2. CONFLICT OF INTEREST DISCLOSURE - 9:05 AM**
- 3. PUBLIC COMMENT - 9:10 AM**
- 4. EXECUTIVE SESSION – 9:15 AM**
Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment
- 5. NEW BUSINESS – 9:30 AM**
 - a. Consider Resolution 2022-03, regarding appointment of Secretary/Chief Examiner Consider approval
 - b. Approve March 1, 2022 special meeting minutes Consider approval
- 6. UNFINISHED BUSINESS – 9:35 AM**
 - a. Consider Resolution 2022-02 regarding change to Rule 10 Certification Consider approval
 - b. Consider letter to City Council regarding Police/Court facility Consider approval
- 7. REPORT BY CHIEF OF POLICE – 9:50 AM** Information only
- 8. REPORT BY SECRETARY/CHIEF EXAMINER – 9:55 AM** Information only
- 9. ADJOURN – 10:00 AM**

Times listed on this agenda are approximate. Public Comment will be taken following discussion of each New Business item.



Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact Kate Brown at 206-780-8593 or (kbrown@bainbridgewa.gov) by noon on the day preceding the Meeting.

RESOLUTION NO. 2022-03

RESOLUTION OF THE BAINBRIDGE ISLAND CIVIL SERVICE COMMISSION TERMINATING THE INTERIM APPOINTMENT OF KATE BROWN AS ITS IINTERIM SECRETARY CHIEF EXAMINER AND ACCEPTING THE APPOINTMENT OF BRENDA LANDOLT TO SERVE AS SECRETARY CHIEF EXAMINER

WHEREAS, following the resignation of Lena Wilson, the Civil Service Commission accepted Kate Brown to serve as its interim Secretary Chief Examiner;

WHEREAS, in accordance with City ordinance establishing the Civil Service System, the City Manager has presented Brenda Landolt to the Commission as an employee assigned to assist and serve the Commission as its Secretary Chief Examiner;

WHEREAS, as the Commission finds the appointment to be acceptable, now therefore,

BE IT RESOLVED BY THE BAINBRIDGE ISLAND CIVIL SERVICE COMMISSION AS FOLLOWS:

1. The interim appointment of Kate Brown as Secretary Chief Examiner is hereby terminated. The Commission thanks Ms. Brown for her professionalism and willingness to step in under difficult circumstances.

2. The Commission acknowledges the hiring of Brenda Landolt as a member of the City's Human Resources team and accepts the appointment of Ms. Landolt as its Secretary Chief Examiner.

DATED: _____, 2022.

APPROVED BY:

BAINBRIDGE ISLAND CIVIL SERVICE
COMMISSION

Melanie McAllester, Chair

Tarrell Decker

Don Rulien

Susie Burdick

John Sandage

ATTEST/AUTHENTICATED:

SECRETARY/CHIEF EXAMINER



MEETING MINUTES

1. CALL TO ORDER / ROLL CALL

The Civil Service Regular Meeting was held via video conference and was called to order at 9:05 am by Chair Melanie McAllester. Also in attendance were Commissioners Tarry Decker, Susie Burdick, Don Rulien and John Sandage. A quorum was present.

2. CONFLICT OF INTEREST DISCLOSURE

Each Commissioner reported no conflicts of interest.

3. PUBLIC COMMENT

No members of the public were in attendance.

4. NEW BUSINESS

- a. Resolution 2022-01, amending regular meeting day/time

MOTION: I move to approve Resolution 2022-01, amending the regular meeting day to the first Tuesday of the month, and the time to 9 am.

DECKER/BURDICK: The motion was passed.

- b. Approve January 5, 2022 regular meeting minutes

MOTION: I move to approve the January 5, 2022 regular meeting minutes.

DECKER/BURDICK: The motion was passed.

5. UNFINISHED BUSINESS

- a. Discuss potential rule changes

Attorney Snyder provided an overview of possible changes to the Civil Service Rules to enhance recruiting efforts, and will draft a resolution for the commission to consider at its next meeting.

6. REPORT BY CHIEF OF POLICE

- Chief Clark provided a general update on the activities of the police department.

7. REPORT BY INTERIM SECRETARY/CHIEF EXAMINER

- Secretary/Chief Examiner pro tem Kate Brown provided an update on interview timelines.

7. ADJOURNMENT

The meeting was adjourned at 9:40 am.

Melanie McAllester, Chair

Kate Brown, Secretary/Chief Examiner pro tem

RESOLUTION NO. 2022-02

A RESOLUTION OF THE BAINBRIDGE ISLAND CIVIL SERVICE COMMISSION AMENDING THE PROVISIONS OF RULE 10 CERTIFICATION AND APPOINTMENT, SECTION 10.3.1.1 TO PROVIDE A RULE OF 5 FOR ENTRY AND LATERAL HIRING AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

WHEREAS, Rule 10 regarding certification and appointment provides for the certification of eligibility registers and hiring lists by the Commission; and

WHEREAS, amendments to the statute governing the state civil service system and the established case law of our state establish a firm basis for the Commission to provide more expanded discretion to the City as the appointing authority in the hiring process; and

WHEREAS, all candidates on an eligible list are fully qualified and have passed the tests established by the Commission and are qualified to serve as police officers; and

WHEREAS, the Commission finds that qualified candidates with comparable scores will in all likelihood perform with similar success during their careers; and

WHEREAS, the Commission deems it to be in the public interest to expand the discretion of the appointing authority in order to find officers who best fit the unique needs of the City of Bainbridge Island, NOW THEREFORE

BE IT RESOLVED BY THE BAINBRIDGE ISLAND CIVIL SERVICE COMMISSION AS FOLLOWS:

Section 1. The provisions of **Rule 10 CERTIFICATION AND APPOINTMENT, SECTION 10.3.1.1** is hereby amended to read as follows:

RULE 10 CERTIFICATION AND APPOINTMENT

* * *

10.3.1.1 Except as otherwise provided in Rule 10, ~~W~~when a vacancy is to be filled, the secretary chief examiner shall certify to

the chief of police the names of the ~~three~~ available eligibles who stand highest on the appropriate register (~~except as otherwise provided in this Rule 10~~). In entry and lateral processes, the Secretary Chief Examiner shall certify the names of the top five available eligibles. In promotional examinations, the Secretary Chief Examiner shall certify the names of the top three available eligibles.

Section 2. Effective Date. The provisions of this rule change shall be effective from and after its passage by the Commission.

RESOLVED this ___ day of _____, 2022.

APPROVED BY:

BAINBRIDGE ISLAND
CIVIL SERVICE COMMISSION

Melanie McAllester (Chair)

Tarrell Decker

Don Rulien

Susan Burdick

John Sandage

ATTEST/AUTHENTICATED:

KATE BROWN,
INTERIM SECRETARY/CHIEF EXAMINER

To: BI City Council
From: Bainbridge Island Civil Service Commission

Re: Police Department/Municipal Court/funding & bid process

As Commission members we are asking for your continued support and efforts to allocate sufficient funds to complete the Police Department & Municipal Court facility in its new structure.

One of the tasks of the commission on which we serve is to encourage measures ensuring that our police department remain a strong and vibrant part of the community. Bainbridge Island needs to be able to compete and choose candidates which promote and best reflect the values of this very special place in which we live. As you likely know from your own activities or work in the community, the labor market is tight with significant competition for qualified employees. The same holds true in our police department. Throughout law enforcement, officers are retiring and replacing those officers with new, younger, and more diverse officers is a challenge. At this point in time, attrition in law enforcement is outpacing hiring in all of Kitsap County, including the City of Bainbridge Island.

We can all help in making the BIPD more competitive with others jurisdictions by ensuring a safe, efficient and community friendly workspace for law enforcement and the Municipal Court. The police department and the municipal court have a new home so now we need to get it furnished in a manner that works for law enforcement, the Court and is user-friendly to all in the community. The issue of a newer, better, safer and more efficient facility has been pending since at least 2014. Help Bainbridge Island get it done!

Thank you