

REDMOND FIRE & RESCUE
CIVIL SERVICE COMMISSION MINUTES

June 30, 2025

8:30 am

COMMISSIONERS PRESENT: Lois Northrup, Arron Curtis, and Dick Knorr

STAFF PRESENT: Fire Chief Ryan Herrera and Human Resources Manager Diane Cox

CALL TO ORDER: Commissioner Lois Northrup called the meeting to order at 8:30 am.

ROLL CALL: All Present.

CONSENT AGENDA:

1. Approval of Minutes: A motion was made by Dick Knorr to approve the October 30, 2024, Civil Service meeting minutes. The motion was seconded by Arron Curtis and approved by unanimous vote.

2. Eligibility List Updates:
 - Firefighter/Paramedic: HR Manager Diane Cox updated the commission that 6 candidates remain on the current list which will expire on September 5, 2025. The District intends to hold a recruitment process in the near future for this position.
 - Engineer/Paramedic The list was exhausted on February 1, 2025, with only one name still remaining on the list. A promotional process is currently underway with the written test scheduled for July 7th and the practical assessment day scheduled for July 15th.
 - Captain: The current list consists of two names. One will be promoted due to the retirement of a Battalion Chief on August 1st.
 - Battalion Chief: The District currently does not have an active list for Battalion Chief.

3. Civil Service Rule Changes: Fire Chief Herrera reviewed the recommended changes. The Commission and staff discussed the recommended changes to the Civil Service Rules.

The proposed changes included:

Rule VII, Section 6, Subsection B: Frequency of Examinations

2. Promotional examinations will be conducted as follows:

- a. When there are four or more positions in a classification, promotional examinations to establish a promotional register for the classification shall be given. *The governing body of the District or the Chief Examiner reserves the right to determine when examinations will occur and to set the examination schedule for each classification. Examinations for each classification will occur at least every 30 months and at such other times when there are no candidates eligible for promotion on the eligible register.*

Rule VIII, Section 4

- B. Promotion Registers. The duration of eligibility on a promotional register resulting from demotion or downward reclassification is limited to not more than eighteen months from the date of such demotion or reclassification. A promotion register *shall continue in force for a period determined at the time the list is authorized, typically two years or when no names remain on the list. The Commission, by action taken before the expiration date, may change the expiration date.*

Rule IX, Section 2

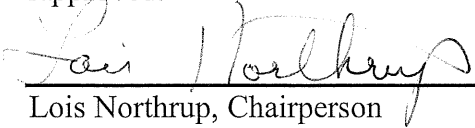
- A. Order of Use of Eligible Lists. Upon receipt of a request for certification of eligibles, the Chief Examiner shall certify the proper number of available eligibles from an appropriate list. If no appropriate list exists, the Chief Examiner *may* authorize appointment by other prescribed means, *including the probationary or provisional appointment of a candidate who was previously certified to a Promotional Register and who remains qualified for the position.* Appointment shall be made from the promotion or entrance register of certified names, based upon the discretion of the appointing authority.

A motion was made by Arron Curtis to approve the staff-recommended amendments to the Civil Service Rules and to forward them to the Fire Board for final approval. The motion was seconded by Dick Knorr and approved by unanimous vote.

4. Civil Service Committee Recruitment: HR Manager Diane Cox shared that Dick Knorr has been elected to the Fire Board, leaving an opening on the Civil Service Committee. The board has directed staff to advertise recruitment starting July 1st. Lois Northrup suggested an applicant. She was provided with an application of interest to share with the potential applicant.

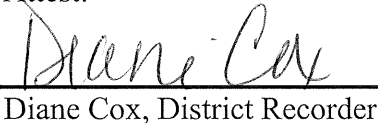
ADJOURN: Being no further business, the meeting was adjourned at 8:59am.

Approved:


Lois Northrup, Chairperson

11-17-25
Date

Attest:


Diane Cox, District Recorder

11/17/25
Date