

**CIVIL SERVICE COMMISSION REGULAR MEETING MINUTES**  
**Monday, October 19, 2020**  
**5:00 PM**

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**Present:** Christine Klein, Chair  
Allyson Chicoski, Member  
Marilyn Sessions, CSC Member

**Also Present:** Dawn Bishop, CSC Coordinator  
Melanie Baker, City of Kent, Service Director  
John Tosko, City of Kent, Fire Chief  
Nicholas Shearer, City of Kent, Police Chief

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**Call to Order**

The regular meeting of the Civil Service Commission was called to order at 5:02 pm on Monday, October 19, 2020, by Christine Klein. Roll call was taken.

MOTION TO APPROVE THE MEETING MINUTES of July 20, 2020 made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

**Service Department**

Ms. Baker said unfortunately they've had to let someone go and so in anticipation of the Mechanic position possibly not being filled internally, she would like to ask the commission to advertise a test and create an eligibility list for the position of Mechanic.

Ms. Klein asked if the job was already posted internally and Ms. Baker said yes and the deadline for internal applicants was this coming Wednesday.

MOTION TO ADVERTISE AN EXAM TO CREATE AN ELIGIBLE LIST FOR MECHANIC PENDING NO INTERNAL APPLICANTS made by Ms. Chicoski, seconded by Ms. Sessions, and CARRIED by a voice vote of 3-0.

**Safety Administration**

Kent Police Department

Chief Shearer explained that Julie Loomis, a part time detention officer, had retired from her full time employment. Because of pension rules, she needed to resign from employment with the City of Kent for a period of time. As of November 1, she is able to come back on the city's payroll and Chief Shearer has a vacancy so he is requesting the reinstatement of Ms. Loomis to part time Detention Officer employment status.

Ms. Sessions said she has no objection to that and it sounds very reasonable. Ms. Klein verified that this request was allowed in the local CSC Rules with the commission approval.

MOTION TO REINSTATE THE EMPLOYMENT OF JULIE LOOMIS TO PART TIME DETENTION OFFICER ON OR AFTER NOVEMBER 1, 2020, made by Ms. Klein, seconded by Ms. Chicoski, and CARRIED by a voice vote of 3-0.

MOTION TO ACCEPT THE PERMANENT CLASSIFIED APPOINTMENT OF TANYA BZDIL, ADMINISTRATIVE ASSISTANT TO THE CHIEF OF POLICE made by Ms. Sessions, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

Discussion regarding the other personnel changes.

Ms. Klein asked if a list needed to be created for the Juvenile Counselor position and Chief Shearer said now was a really good time to take a look at that position and the department and see if they could possibly rework the position.

MOTION TO EXTEND THE POLICE OFFICER ELIGIBLE LIST ONE YEAR TO NOVEMBER 20, 2021, made by Ms. Chicowski, seconded by Ms. Klein, and CARRIED by a voice vote of 3-0.

#### Kent Fire Department

Chief Tosko spoke about the two new hires Jordan Bedell and Francesco Fioritto. He hopes by the next meeting to have the results of both the Fire Captain and Fire Chief Promotional Assessments.

#### **City Manager**

Personnel Change Read.

#### **Adjournment**

MOTION TO ADJOURN THE MEETING AT 5:18 PM made by Ms. Klein, seconded by Ms. Chicowski, and CARRIED by a voice vote of 3-0.

Minutes approved: November 16, 2020 *all unable to sign; remote meeting*

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Christine Klein

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Allyson Chicowski

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Marilyn Sessions