



Renton Regional Fire Authority
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MINUTES

Civil Service Commission Special Meeting

4:00 P.M. – Monday, September 26, 2022

Conference Room A and Via Zoom Virtually (hybrid)

CALL TO ORDER

Chair Jim Matthew called the Special Meeting to order at 4:04 p.m.

ATTENDANCE

Commissioners Present:

Jim Matthew, Chair

Sanjeev Yonzon

Ray Barilleaux, Vice Chair

Commissioners Absent:

Fire Staff:

Chief Heitman

Guests:

EXECUTIVE SESSION

No executive session

APPROVAL OF MINUTES

Motion to approve the regular meeting minutes from the August 16, 2022 Commission meeting made by Ray Barilleaux and Seconded by Sanjeev Yonzon. Carried.

UNFINISHED BUSINESS

- Proposed Rule Change to 8.17 Civil Service Rules, Service Credit, presented to commission during the last meeting. This change allows the RFA to

update the points and certifications used in our promotional processes. In addition, it aligns the points and certifications to support each promotional position. Motion to approve rule change made by Sanjeev Yonzon. Seconded by Ray Barilleaux. Carried.

- Proposed Rule Change to 10.05 Civil Service Rules, Duration of Eligibility Lists presented to commission in June. This change allows the lateral firefighters and all non-commissioned opportunities eligibility list to be in effect until the end the current hiring process and may be extended by the commission upon request of the Fire Chief. Motion to approve rule change made by Ray Barilleaux. Seconded by Sanjeev Yonzon. Carried.

NEW BUSINESS

- Proposed Civil Service Rule Change – Rule 11.03 (withholding/removing names from eligibility list). This adds language to allow flexibility to remove candidates from the eligibility list for other material reasons, subject to approval by the commission.
- Updated DFM III Job Description presented to commission for approval. Motion made to accept updated DFM III Job Description by Ray Barilleaux. Seconded by Sanjeev Yonzon. Carried.
- Updated Administrative Specialist Job Description presented to commission for approval. Motion made to accept updated Administrative Specialist Job Description by Ray Barilleaux. Seconded by Sanjeev Yonzon. Carried.
- Entry Level FF Eligibility list presented for certification. Motion made to certify the eligibility list made by Sanjeev Yonzon. Seconded by Ray Barilleaux. Carried.
- Virtual Meeting Decision - Motion to hold meetings in person with the option to join virtually as well. Motion made by Ray Barilleaux, Seconded by Sanjeev Yonzon. Carried.

OTHER BUSINESS/COMMENTS

- The next Regular meeting scheduled for October 18, 2022, 4 p.m.
- Advised of 1 resignation.

ADJOURNMENT

The meeting adjourned at 4:29 p.m. Moved by Sanjeev Yonzon and
Seconded by Ray Barilleaux. Carried.

Jennifer Zinck _____ Date
Civil Service Secretary/Chief Examiner