

REDMOND FIRE & RESCUE  
CIVIL SERVICE COMMISSION MINUTES

November 17, 2025

9:30 am

**COMMISSIONERS PRESENT:** Lois Northrup, Aaron Curtis, and Katie Graham

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

**CALL TO ORDER:** Commissioner Lois Northrup called the meeting to order at 9:30 am.

**ROLL CALL:** All Present

**CONSENT AGENDA:**

1. Civil Service Committee Member Katie Graham was introduced.
2. Approval of Minutes: A motion was made by Arron Curtis to approve the June 30, 2025, Civil Service meeting minutes. The motion was seconded by Katie Graham and approved by unanimous vote.
3. Firefighter/Paramedic Eligibility List Certification:

HR Manager Cox provided the commission with an outline of the recent recruitment process, including the advertisement for the position, the testing process, and the number of applications received. She also walked through the number of positions the District is looking to fill from this list based on current vacancies, retirements, and a long-term absence.

Fifteen candidates are ranked on the list which will remain in effect for a minimum of 12 months. The remaining candidates did not have sufficient scores to be ranked for future hiring.

A motion was made by Arron Curtis to certify the Firefighter/Paramedic Eligibility List. The motion was seconded by Katie Graham and approved by unanimous vote.

4. Engineer/Paramedic Eligibility List Certification:

HR Manager Cox provided the commission with an outline of the internal recruitment process held in July, outlining the steps of the assessment and skills testing, along with the candidate's opportunity to challenge questions on the written and skills tests.

Three candidates are ranked on the engineer/paramedic list. As allowed in the Civil Service Rules, HR Manager Cox suggested the commission set the expiration date of the list to April 15, 2027, which is less than the typical 24 month expiration time frame, aligning the timing of the engineer and captain promotional processes to be held every other year.

A motion was made by Arron Curtis to certify the Engineer/Paramedic Eligibility List to be in effect until April 15, 2027. The motion was seconded by Katie Graham and approved by unanimous vote.

5. Captain's Promotional Process Update: The District will hold a Captain's Promotional Process in March of 2026. The list will be brought to the Civil Service Commission in April of 2026 for certification.
6. Battalion Chief Promotion Update: In accordance with the rule change approved by the Commission and Board in July, Josh Clark was promoted to Battalion Chief on August 1<sup>st</sup>.

**ADJOURN:** Being no further business, the meeting was adjourned at 9:56 am.

Approved:

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Lois Northrup, Chairman

Date

Attest:

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Diane Cox, District Recorder

Date