



Memorandum

Date: 2/6/2024
Meeting of: City Council

File No. AM No. 24-012
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Fire	Adrian Sheppard	+1 4255562201
------	-----------------	---------------

DEPARTMENT STAFF:

Fire	Caleb Freeman	Battalion Chief
------	---------------	-----------------

TITLE:

Approval of the 2024 - 2025 Fire Department Promotional Exams Consultant Agreement with Jack Clancy Associates, in the Amount of \$156,000

OVERVIEW STATEMENT:

We are seeking to enter into a two-year agreement with Jack Clancy Associates (JCA) to design, develop, and administer promotional examinations for a variety of roles, including but not limited to Battalion Chief, Captain, Lieutenant, Drive/Engineer, Medical Services Administrator (Battalion Chief), and Medical Services Officer (Captain).

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
City of Redmond Civil Service Rules
- **Required:**
RMC 4.20; RCW 41.08
- **Council Request:**
N/A
- **Other Key Facts:**
The Redmond Fire Department conducted a competitive Request for Proposal (RFP) process for this contract for which two companies submitted proposals. After the proposals were reviewed, Jack Clancy Associates (JCA) was determined to be the choice for Redmond Fire Department.

OUTCOMES:

City of Redmond Civil Service Rules require objective measurement of candidate skills in promotional examination processes. JCA provides an objective, external evaluation based upon industry standards provided by an assessor cadre with decades of fire service experience. The result of a consistent promotional evaluation process has been increased employee participation and satisfaction. Workforce confidence in a fair process has resulted in a significant reduction of challenges and appeals of the testing process to the Civil Service Commission. Use of this external testing process has reduced the cost of examinations versus internal testing processes

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$156,000

Approved in current biennial budget: ☒ Yes ☐ No ☐ N/A

Budget Offer Number:
000227

Budget Priority:
Safe and Resilient

Other budget impacts or additional costs: ☐ Yes ☐ No ☒ N/A
If yes, explain:
N/A

Funding source(s):
General Fund

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
------	---------	------------------

1/23/2024	Committee of the Whole - Parks and Environmental Sustainability	Approve
-----------	---	---------

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

Our present promotional lists for Medical Services Administrator, Medical Services Officer, and Driver Engineer have all been exhausted. Additional vacancies will occur prior to year-end 2024. The earliest availability of JCA to conduct examinations is spring 2024. JCA will need adequate time to meet our anticipated testing timeline.

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, the Department would be left with reverting to develop internal examinations, which are much more costly and time consuming to administer than this contract. History has shown that internally designed and administered promotional processes result in a significant number of employee challenges and appeals of the examination process.

ATTACHMENTS:

Attachment A: Consulting Services Agreement