



Memorandum

Date: 11/1/2021
Meeting of: City Council Special Meeting

File No. AM No. 21-157
Type: Consent Item

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

Fire	Adrian Sheppard	425-556-2201
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DEPARTMENT STAFF:

Fire	Caleb Freeman	Provisional Battalion Chief
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TITLE:

Approval of Fire Department Promotional Process Facilitator Contract with Jack Clancy Associates (JCA), in the Amount of \$119,000

OVERVIEW STATEMENT:

In compliance with the City of Redmond Civil Service rules, Jack Clancy Associates (JCA) will conduct competitive examinations for promotion to multiple mid-level leadership positions within the fire department. JCA provides an objective, external evaluation based upon industry standards provided by an assessor cadre with decades of fire service experience. Since 2015, JCA has successfully provided Redmond Fire with 18 separate promotional exams, ensuring an equitable process with successful results.

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 2.12; RCW 41.08
- **Council Request:**
N/A
- **Other Key Facts:**
The Redmond Fire Department is not conducting a Request for Proposal (RFP) process for this current contract due to exceptional circumstances related to the ongoing pandemic and staffing limitations. During this proposed contract period, the Fire Department will conduct an RFP process for future promotional testing

needs.

The RFD Training Division previously conducted an RFP process to secure our current service provider. The Training Division regularly discusses promotional testing processes with other fire service providers in our region. The other primary provider of services in the region is retiring prior to our next promotional testing process. All of our current promotional lists will be exhausted by October 16, 2021. We anticipate a significant number of retirements and vacancies in the near term.

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:
\$119,000

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
10/19/2021	Committee of the Whole - Public Safety	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 Fire Lieutenant, Captain, Battalion Chief, Medical Services Officer and Driver Engineer have all been exhausted. Additional vacancies will occur prior to year-end 2021. The earliest availability of JCA to conduct examinations is the end of January 2022. 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 one of the following options:

1) Conduct a full RFP process. The current estimated timeline to complete the RFP process and secure a vendor is May 2022. As a result, promotional testing would not occur until quarter three of 2022 and personnel promotions would be delayed until late November-early December 2022 following the Civil Service process.

2) Revert to developing internal examinations, which are much more costly and time consuming to administer than this contract. History has shown that internal processes result in a significant number of employee challenges and appeals of the examination process.

ATTACHMENTS:

Attachment A - Jack Clancy Associates Contract 2022-2023