

MINUTES
PUBLIC SAFETY AND PERSONNEL COMMITTEE
DECEMBER 10, 2013
1:00 P.M.
Fourtner Room, Edmonds City Hall
121 5th Avenue N, Edmonds

Elected Officials Present:

Councilmember Bloom
Councilmember Peterson

City Staff Present:

James Lawless, Assistant Chief of Police (ACOP)
Mary Ann Hardie, HR Manager
Yvonne Chan, HR Analyst

The Meeting was called to order at 1:00 p.m.

A. Renewal of an Interlocal Agreement between the City of Edmonds and the Edmonds School District for football game security

ACOP Lawless provided a brief background on the current interlocal agreement between the City and the Edmonds School District for the providing of security for district football games. Councilmember Bloom asked about how the determination was made as to the number of officers working at a given time. It was explained that ACOP Lawless and district personnel work closely to evaluate the needs depending on what teams are playing and when the games are scheduled. Both Councilmembers Bloom and Peterson agreed to forward the item to full Council for approval via consent agenda.

Action: Send to Council for approval on consent
--

B. Supplemental Agreement (2) to the Services Agreement with Cellmark Forensics, Inc. for DNA Testing

The discussion then turned to supplemental agreement between the City and Cellmark Forensics, Inc. (formally Orchid Cellmark), wherein Cellmark Forensics provides DNA testing for the police department. A brief overview was provided of the process and it was explained that the supplemental agreement calls for no fee increase and that the only substantive change in the agreement was the name change to Cellmark Forensics. Both Councilmembers Bloom and Peterson agreed to forward the item to full Council for approval via consent agenda. ACOP Lawless excused himself from the remainder of the meeting at 1:06 p.m.

Action: Send to Council for approval on consent
--

C. Human Resources Assistant (part-time) Job Description

Ms. Hardie stated that she was requesting that, as there is no existing part-time HR Assistant job description, that this new, non-represented job description be approved by Council. Ms. Hardie stated that this position's duties will include working with the worker's compensation claims consultant, archiving, HR tracking databases (including the applicant tracking database), the City's formal wellness program, etc. Council Member Bloom pointed out that there was a

repeated word on the second page of the job description. Ms. Hardie thanked Ms. Bloom for pointing this out and stated she would remove that additional word from the job description.

Council Member Bloom inquired as to what the hours would be for this part-time position. Ms. Hardie responded that it would be 20 hours per week. Council Member Boom and Council Member Peterson moved to forward the HR Assistant (part-time) job description to the next full Council meeting for consent.

Action: Send to Council for approval on consent
--

D. Public Comment

None

The meeting was adjourned at 1:13 p.m.