



Meeting Agenda

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Telli Norton
360.709.2775

Tuesday, June 17, 2025

8:30 AM

Room 112 & Zoom

<https://us02web.zoom.us/j/89053523259>

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

[25-0529](#) Approval of May 13, 2025 Civil Service Commission Meeting Minutes

Attachments: [Meeting Minutes 5.13.25](#)

4. PUBLIC COMMENT

During this portion of the meeting, community members may address the Advisory Committee or Commission regarding items related to City business, including items on the Agenda. In order for the Committee or Commission to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee or Commission where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS

6. BUSINESS ITEMS

[25-0525](#) Approval of Lateral Police Officer Register

Attachments: [Lateral Police Officer Register 6.17.25](#)
[EEO Stats Form - Lateral Police Officer 5.15.25](#)

[25-0527](#) Approval of Entry-Level Firefighter-Paramedic Register

Attachments: [Entry-Level Firefighter-Paramedic Register 6.17.25](#)
[EEO Stats Form - Entry-Level Firefighter-Paramedic 6.4.25](#)

[25-0528](#) Approval of Lateral Firefighter-Paramedic Register

Attachments: [Lateral Firefighter-Paramedic Register 6.17.25](#)
[EEO Stats Form - Lateral Firefighter-Paramedic 6.3.25](#)

7. REPORTS**8. OTHER TOPICS****9. ADJOURNMENT****Upcoming****Accommodations**

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City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Civil Service Commission

Approval of May 13, 2025 Civil Service Commission Meeting Minutes

Agenda Date: 6/17/2025
Agenda Item Number:
File Number:25-0529

Type: decision **Version:** 1 **Status:** In Committee

Title

Approval of May 13, 2025 Civil Service Commission Meeting Minutes



Meeting Minutes

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Telli Norton
360.709.2775

Tuesday, May 13, 2025

8:30 AM

Zoom

<https://us02web.zoom.us/j/89053523259>

1. CALL TO ORDER

The meeting was called to order at 8:29am.

1.A ROLL CALL

Linda Villegas Bremer - Commission Chair, Oscar Soule - Commissioner, Mike Buchanan - Deputy Fire Chief, Sean O'Brien - Police Sergeant, and Telli Norton - HRIS Analyst & Chief Examiner

2. APPROVAL OF AGENDA

Commissioner Oscar Soule moved to approve. Approvals was seconded by Commission Chair Linda Villegas Bremer. No requested changed. All voted aye. The agenda was approved.

3. APPROVAL OF MINUTES

Approval of April 15, 2025 Civil Service Commission Meeting Minutes

Commissioner Oscar Soule moved to approve. Approvals was seconded by Commission Chair Linda Villegas Bremer. No requested changed. All voted aye. The minutes were approved.

4. PUBLIC COMMENT

No public comment was received.

5. ANNOUNCEMENTS

Telli Norton announced the hire of Police Lieutenant Ray Brady.

6. BUSINESS ITEMS

Approval of Voluntary Demotion Register

Commissioner Oscar Soule moved to approve. Approvals was seconded by Commission Chair Linda Villegas Bremer. Telli Norton, HRIS Analyst/Chief

Examiner, walked through the staff report and reasoning behind the request.
All voted aye to approve the Voluntary Demotion register.

7. REPORTS

No reports

8. OTHER TOPICS

No other topics

9. ADJOURNMENT

The meeting was adjourned at 8:35am

Accommodations



Civil Service Commission

Approval of Lateral Police Officer Register

Agenda Date: 6/17/2025
Agenda Item Number:
File Number:25-0525

Type: decision **Version:** 1 **Status:** In Committee

Title

Approval of Lateral Police Officer Register

Recommended Action

Staff Recommendation:

Move to approve the certification of the Lateral Police Officer Register effective June 17, 2025

Report

Staff Contact:

Sean O'Brien, Sergeant, Olympia Police Department, 360.753.8300

Telli Norton, Senior Human Resources Generalist/Chief Examiner, 360.709.2775

Background:

Based on Civil Service Rule V, Registers, Initial Eligibility Lists, initial eligibility lists were established with candidates who applied to the lateral job posting within Workday. Nine (9) candidates applied to the lateral job posting, seven (7) candidates did not meet lateral qualification or withdrew, and two (2) candidates met qualifications. Two (2) candidates were invited to an oral interview, one (1) candidate was unable to make the scheduled date and will be offered another opportunity, one (1) candidate participated. One (1) candidate passed the oral interview.

One (1) candidate was Male. One (1) candidate was Asian/Pacific Islander. The interview panel consisted of OPD Sergeant Eric Henrichsen, OPD Officer Peter Lesauski, and Community Member Ron Parker.

Findings:

One (1) candidate met the qualifications for lateral police officer and passed the oral interview. One (1) candidate has been placed on the register in accordance with a score of 82.67.

Policy Reference:

- ☐ RCW 41.12.040(9), Organization of Commission-Secretary-Powers and Duties of Commission
- ☐ Civil Service Rules, Rule IV, Examinations
- ☐ Civil Service Rules, Rule V, Registers

Eligible Lists
Generated By: Telli Norton 6.5.25
Number of records: 1
Date range: 01/2025 - current

Eligible List Name	Candidate Name	Total Score	Rank Active	step in hiring process	Register Expiration
Lateral Police Officer	Jacob Metra	82.67%	1	Background	5/15/2026
Lateral Police Officer					
Lateral Police Officer					
Lateral Police Officer					

AGENCY: Olympia Police Department

May 15, 2025

Lateral Police Officer

[illegible]



Civil Service Commission

Approval of Entry-Level Firefighter-Paramedic Register

Agenda Date: 6/17/2025
Agenda Item Number:
File Number:25-0527

Type: decision **Version:** 1 **Status:** In Committee

Title

Approval of Entry-Level Firefighter-Paramedic Register

Recommended Action

Staff Recommendation:

Move to approve the certification of the Entry-Level Firefighter-Paramedic Register effective June 17, 2025

Report

Staff Contact:

Matt Morris, Fire Chief, Olympia Fire Department, 360.753.8300
Telli Norton, Senior Human Resources Generalist/Chief Examiner, 360.709.2775

Background:

Based on Civil Service Rule V, Registers, Initial Eligibility Lists, initial eligibility lists were established with candidates who successfully met the qualifications of Entry-Level Firefighter-Paramedic and applied through the Workday posting. Twenty-eight (28) candidates applied and nine (9) were invited to interview. Nine (9) candidates participated in the interview. Four (4) candidates passed the interview and proceeded to a chief's interview. Three (3) candidates passed the chief's interview. Three (3) candidates have been placed on the register.

Three (3) candidates were Female. Two (2) candidates were Asian/Pacific Islander, and one (1) candidate was White/Caucasian. The interview panel consisted of OFD Paramedic Lieutenant Wade Glenn, OFD Lieutenant Tristan Mundwiler, OFD Firefighter-Paramedic Noah Skartvedt, and community member/Medic One representative, Daphne Reaves-Ward. The chief's interview panel consisted of OFD Assistant Fire Chief of EMS, Hillory Flowers and OFD Assistant Fire Chief of Training, Chad Boulay.

Findings:

Three (3) candidates successfully met the qualifications, passed the oral board, and passed the chief's interview. Three (3) candidates have been placed on the register in accordance with scores of 70.47-84.73.

Policy Reference:

- RCW 41.12.040(9), Organization of Commission-Secretary-Powers and Duties of Commission
- Civil Service Rules, Rule IV, Examinations
- Civil Service Rules, Rule V, Registers

Firefighter-Paramedic Eligible Lists

Generated By: Telli Norton 6.5.25

Number of records: 3

Date range: 06/01/25 - current

Eligible List Name	Candidate Name	Total Score	Rank Active	step in hiring process	Register Expiration
Firefighter-Paramedic	Janice Francisco	84.73%	1		6/17/2026
Firefighter-Paramedic	Christine Barnes	82.91%	2		6/17/2026
Firefighter-Paramedic	Brittney Tran	70.47%	3		6/17/2026
Firefighter-Paramedic					
Firefighter-Paramedic					
Firefighter-Paramedic					
Firefighter-Paramedic					

AGENCY: Olympia Fire Department

June 4, 2025

Entry-Level Firefighter-Paramedic

[illegible]



Civil Service Commission

Approval of Lateral Firefighter-Paramedic Register

Agenda Date: 6/17/2025
Agenda Item Number:
File Number:25-0528

Type: decision **Version:** 1 **Status:** In Committee

Title

Approval of Lateral Firefighter-Paramedic Register

Recommended Action

Staff Recommendation:

Move to approve the certification of the Lateral Firefighter-Paramedic Register effective June 17, 2025

Report

Staff Contact:

Matt Morris, Fire Chief, Olympia Fire Department, 360.753.8300
Telli Norton, Senior Human Resources Generalist/Chief Examiner, 360.709.2775

Background:

Based on Civil Service Rule V, Registers, Initial Eligibility Lists, initial eligibility lists were established with candidates who successfully met the qualifications of Lateral Firefighter-Paramedic and applied through the Workday posting. Twenty-five (25) candidates applied and thirteen (13) were invited to interview. Twelve (12) candidates participated in the interview and one (1) candidate withdrew prior to interview. Four (4) candidates passed the interview and proceeded to a chief's interview. Three (3) candidates passed the chief's interview. Three (3) candidates have been placed on the register.

Three (3) candidates were Male. Two (2) candidates were White/Caucasian, and one (1) candidate was Hispanic/Latino. The interview panel consisted of OFD Paramedic Lieutenant Wade Glenn, OFD Lieutenant Tristan Mundwiler, OFD Firefighter Jenna Norwood, and community member/Medic One representative, Daphne Reaves-Ward. One (1) candidate was interviewed on 6/4/25 with the Entry-Level candidates due to conflict on 6/3/25. This candidate had OFD Firefighter-Paramedic Noah Skartvedt in place of OFD Firefighter Jenna Norwood. The chief's interview panel consisted of OFD Assistant Fire Chief of EMS, Hillory Flowers and OFD Assistant Fire Chief of Training, Chad Boulay.

Findings:

Three (3) candidates successfully met the qualifications, passed the oral board, and passed the chief's interview. Three (3) candidates have been placed on the register in accordance with scores of

79.64-91.96.

Policy Reference:

- ☐ RCW 41.12.040(9), Organization of Commission-Secretary-Powers and Duties of Commission
- ☐ Civil Service Rules, Rule IV, Examinations
- ☐ Civil Service Rules, Rule V, Registers

Lateral Firefighter-Paramedic Eligible Lists

Generated By: Telli Norton 6.5.25

Number of records: 3

Date range: 06/01/25 - current

Eligible List Name	Candidate Name	Total Score	Rank Active	step in hiring process	Register Expiration
Firefighter-Paramedic	Daniel Palomares	91.96%	1		6/17/2026
Firefighter-Paramedic	Thomas Nardelli	81.53%	2		6/17/2026
Firefighter-Paramedic	Cameron Rasmus	79.64%	3		6/17/2026
Firefighter-Paramedic					
Firefighter-Paramedic					
Firefighter-Paramedic					
Firefighter-Paramedic					

AGENCY: Olympia Fire Department

June 3, 2025

Lateral Firefighter-Paramedic

[illegible]