



# Meeting Minutes

## Civil Service Commission

City Hall  
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Olympia, WA 98501  
Contact: Nicole Camus  
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**Wednesday, June 5, 2024**

**10:00 AM**

**Room 112**

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**1. CALL TO ORDER**

The meeting was called to order at 10:03 a.m.

**1.A ROLL CALL**

**Present:** 2 - Chair Linda Villegas Bremer and Commissioner Oscar Soule

**Absent:** 1 - Commissioner Reiko Callner

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

[24-0485](#) Approval of April 16, 2024 Civil Service Commission Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT - None**

**5. ANNOUNCEMENTS - None**

**6. BUSINESS ITEMS**

[24-0486](#) Approval of the Olympia Fire Department Assistant Fire Marshal/Captain Register

**Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the certification of the Assistant Fire Marshal/Captain Register effective June 5, 2024. The motion carried by the following vote:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Soule

**Absent:** 1 - Commissioner Callner

[24-0487](#) Approval of Entry-Level Firefighter Register

**Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve**

**the certification of the Entry-Level Firefighter Register effective May 20, 2024. The motion carried by the following vote:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Soule

**Absent:** 1 - Commissioner Callner

[24-0488](#) Approval of Entry Level Police Officer Register

**Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the certification of the Entry Level Police Officer Register effective June 5, 2024. The motion carried by the following vote:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Soule

**Absent:** 1 - Commissioner Callner

[24-0499](#) OFD Assistant Fire Chief Testing Process

**Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the testing process to establish an Assistant Fire Chief (Training) Register. The motion carried by the following vote:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Soule

**Absent:** 1 - Commissioner Callner

[24-0500](#) OFD Assistant Fire Chief Classification Specification Changes

**Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the proposed changes to the Assistant Fire Chief Classification Specification as amended to add clarifying language in the Supervision section of the job description. The motion carried by the following vote:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Soule

**Absent:** 1 - Commissioner Callner

**7. REPORTS - None**

**8. OTHER TOPICS**

Commissioner Soule welcomed the new Human Resources Director, Manny Bosser.

**9. ADJOURNMENT**

The meeting adjourned at 10:41 a.m.