



Meeting Agenda

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

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

[25-0438](#) Approval of April 15, 2025 Civil Service Commission Meeting Minutes

Attachments: [Meeting Minutes 4.15.25](#)

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

[25-0332](#) Approval of Voluntary Demotion Register

Attachments: [Fire Voluntary Demotion Register](#)

7. REPORTS

8. OTHER TOPICS

9. ADJOURNMENT

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



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

Civil Service Commission

Approval of April 15, 2025 Civil Service Commission Meeting Minutes

Agenda Date: 5/13/2025
Agenda Item Number:
File Number:25-0438

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

Title

Approval of April 15, 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, April 15, 2025

8:30 AM

Room 112 and Zoom

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

1. CALL TO ORDER

The meeting was called to order at 8:35am.

1.A ROLL CALL

Linda Villegas Bremer - Commission Chair, Reiko Callner - Commissioner, Oscar Soule - Commissioner, Manny Bosser - Director of Human Resources, Matt Morris - Fire Chief, and Telli Norton - HRIS Analyst.

2. APPROVAL OF AGENDA

Commissioner Oscar Soule moved to approve. Approval was seconded by Commissioner Reiko Callner. No requested changes. All voted aye. The agenda was approved.

3. APPROVAL OF MINUTES

Approval of March 26, 2025 Civil Service Commission Meeting Minutes

Commissioner Reiko Callner moved to approve. Approval was seconded by Commissioner Oscar Soule. No requested changes. All voted aye. The minutes were approved.

4. PUBLIC COMMENT

No public comment was received.

5. ANNOUNCEMENTS

No announcements

6. BUSINESS ITEMS

Civil Service Secretary/Chief Examiner Appointment

Commissioner Oscar Soule moved to approve the appointment of Telli Norton as Civil Service Secretary/Chief Examiner and this was seconded by

Commissioner Reiko Callner. Manny Bosser, HR Director, walked through the recommendation to appoint Telli Norton and candidate qualifications. All voted aye to approve the appointment.

Approval of Fire Battalion Chief Register

Commissioner Reiko Callner moved to approve the Fire Battalion Chief Register and this was seconded by Commissioner Oscar Soule. Telli Norton, HRIS Analyst, walked through the recruitment process and the candidates who were added to the register. All voted aye to approve the Fire BC register.

Approval of the Reinstatement Register

Commissioner Oscar Soule moved to approve the Fire Reinstatement Register and this was seconded by Commissioner Reiko Callner. Telli Norton, HRIS Analyst, walked through the recruitment process and the candidate that was added to the register. All voted aye to approve the Fire Reinstatement register.

7. REPORTS

No reports

8. OTHER TOPICS

Telli Norton gave an update on the Police Department Lieutenant hiring process.

9. ADJOURNMENT

The meeting was adjourned at 8:48am.



Civil Service Commission

Approval of Voluntary Demotion Register

Agenda Date: 5/13/2025
Agenda Item Number:
File Number:25-0332

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

Title

Approval of Voluntary Demotion Register

Recommended Action

Staff Recommendation:

Move to approve the certification of the Voluntary Demotion Register effective May 13, 2025

Report

Staff Contact:

Matt Morris, Fire Chief, Olympia Fire Department, 360.753.8300

Telli Norton, Human Resources Information Services Analyst, Human Resources, 360.709.2775

Background:

Based on Civil Service Rule V, Registers, employee Mark Schreck has submitted a request to Fire Chief Matt Morris for a voluntary demotion from Deputy Chief to his previous rank of Battalion Chief. Fire Chief Morris completed an interview with Schreck and has approved this request following acceptance of the register by the Commission. This demotion is voluntary and not a reflection of job performance in their current position.

Findings:

Schreck has been placed on a Voluntary Demotion Register to return to his previous rank of Battalion Chief.

Policy Reference:

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

Voluntary Demotion Eligible Lists

Generated By: Telli Norton 4.8.25

Number of records: 1

Date range: 04/2025- Current

Eligible List Name	Candidate Name	Current Position	Requested Position	Rank Active	step in hiring process	Register Expiration
Voluntary Demotion	Mark Schreck	Deputy Fire Chief	Battalion Chief	1	Approved by Chief	4/8/2026
Voluntary Demotion						
Voluntary Demotion						

Previous Candidates

[illegible]