



Meeting Minutes - Draft

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
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Tuesday, June 15, 2021

8:30 AM

Register to attend:
[https://us02web.zoom.us/j/85611711015?](https://us02web.zoom.us/j/85611711015?pwd=V1BJa2dDa2ZRZzJLU1FOaGsxL2xBZz09)
[11015?](https://us02web.zoom.us/j/85611711015?pwd=V1BJa2dDa2ZRZzJLU1FOaGsxL2xBZz09)
[pwd=V1BJa2dDa2ZRZzJLU1FOaG](https://us02web.zoom.us/j/85611711015?pwd=V1BJa2dDa2ZRZzJLU1FOaGsxL2xBZz09)
[sxL2xBZz09](https://us02web.zoom.us/j/85611711015?pwd=V1BJa2dDa2ZRZzJLU1FOaGsxL2xBZz09)

1. CALL TO ORDER

1.A ROLL CALL

Present: 3 - Commissioner Reiko Callner, Commissioner Oscar Soule and Linda Villegas Bremer

OTHERS PRESENT

Nicole Camus - Human Resources
Linnaea Jablonski - Human Resources Director
Tobi Hill-Meyer - Human Resources
Assistant Fire Chief Kevin Bossard
Fire Chief Mark John
Jon Walters - Public Safety Testing
Cerise Vablais, MBA, PhD, ABPD - Public Safety Psychological Services

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

3.A [21-0608](#) Approval of May 18, 2021 Civil Service Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - NONE

5. ANNOUNCEMENTS - NONE

6. BUSINESS ITEMS

6.A [21-0611](#) Presentation on testing processes

Jon Walters presented information from Public Safety Annual Meeting. Information included transitioning to remote testing and other recent changes to increase accessibility for applicants. Cerise Vablias, PhD, from Public Safety Psychological Services gave an overview of the tests used in screening of Public Safety applicants.

The report was received.**6.B** [21-0609](#) Approval of Lateral Firefighter Register

Ms. Camus explained that based on *Civil Service Rule V, Registers, Initial Eligibility Lists*, initial eligibility lists were established with candidates who passed the experience screening performed by an external reviewer at Lacey Regional Fire Authority. These six candidates were invited to the Phase 1 suitability assessment. Of those six, four candidates participated in the phase 1 suitability assessment, and four passed. Those four candidates were invited to oral interviews, three attended interviews and three successfully passed the oral interviews.

All six candidates were male. Five candidates were White/Caucasian and one was unknown. The interview panel consisted of OFD Battalion Chief Todd Carson, OFD FF Chad Boulay, OFD FF/PM Julian Dizon, OFD Firefighter/Paramedic Jenna Norwood, and Lacey Firefighter Preston Wallace.

Three candidates passed the application screening, phase 1 suitability assessment and oral interview and have been placed on the register in accordance with their scores. Final ranking scores range from 91.3%-82.00%.

Commissioner Soule moved, seconded by Commissioner Callner, to approve the register. The motion carried with the following vote:

Aye: 3 - Commissioner Callner, Commissioner Soule and Villegas Bremer

6.C [21-0610](#) Approval of Police Lieutenant Promotional Register

Ms. Camus explained the police department has requested a Police Lieutenant promotional register. The department is filling two vacancies.

The testing process included an oral board, an oral resume presentation, and a written assignment. The minimum passing score for all exercises was set at 70%, and the register rank is weighted 60% on the oral board, 25% on the written assignment, and 15% on the oral resume.

The interview and oral resume panel consisted of WSP Captain Jon Matagi, Thurston County Chief Brad Watkins, Joy Gerchak, Intercity Transit Customer Service Manager,

and Tumwater PD Lieutenant Jennifer Kolb. The written exercise evaluators were OPD Interim Deputy Chief Sam Costello, City of Olympia Deputy Attorney Annaliese Harksen, and Strategic Communications Director Kellie Braseth.

All four candidates have passed the written assignment, oral resume, and oral interview and have been placed on the register in accordance with their scores. Final ranking scores range from 86.63% - 82.06%.

Commission Soule moved, seconded by Commissioner Callner, to approve the Police Lieutenant Promotional Register. The motion carried with the following vote:

Aye: 3 - Commissioner Callner, Commissioner Soule and Villegas Bremer

7. REPORTS - NONE

8. OTHER TOPICS - NONE

9. ADJOURNMENT

The meeting adjourned at 10:00 a.m.