



Meeting Agenda

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
360.753.8213

Wednesday, June 5, 2024

10:00 AM

Room 112

1. CALL TO ORDER

1.A ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

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

Attachments: [Minutes](#)

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

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

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

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

7. REPORTS

8. OTHER TOPICS

9. ADJOURNMENT

Upcoming

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 16, 2024 Civil Service Commission Meeting Minutes

Agenda Date: 6/5/2024
Agenda Item Number:
File Number:24-0485

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

Title

Approval of April 16, 2024 Civil Service Commission Meeting Minutes



Meeting Minutes

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
360.753.8213

Tuesday, April 16, 2024

9:00 AM

Room 112

1. CALL TO ORDER

The meeting was called to order at 9:07 a.m.

1.A ROLL CALL

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

Excused: 1 - Commissioner Reiko Callner

2. APPROVAL OF AGENDA

The agenda was approved as amended.

3. APPROVAL OF MINUTES

[24-0267](#) Approval of March 20, 2024 Civil Service Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS

Interim HR Director Nicole Camus reported Manny Bosser will start as the new HR Director on Monday, April 22.

6. BUSINESS ITEMS

[24-0338](#) 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 April 16, 2024. The motion passed unanimously.

Aye: 2 - Chair Villegas Bremer and Commissioner Soule

Excused: 1 - Commissioner Callner

[24-0340](#) Approval of Firefighter/Paramedic Register

Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the certification of the Firefighter/Paramedic Register effective April 16, 2024. The motion passed unanimously.

Aye: 2 - Chair Villegas Bremer and Commissioner Soule

Excused: 1 - Commissioner Callner

[24-0341](#) Approval of Lateral Firefighter Register

Commissioner Soule moved, seconded by Chair Villegas Bremer, to approve the certification of the Lateral Firefighter Register effective April 16, 2024. The motion carried by the following vote:

Aye: 2 - Chair Villegas Bremer and Commissioner Soule

Excused: 1 - Commissioner Callner

[24-0465](#) ADDED DURING MEETING - Approval of Thurston County Medic One Hiring List as a Hiring Register for Entry Level Firefighter/Paramedic

Staff requested that file 24-0465 was added during the meeting.

Commissioner Soule moved, seconded by Commissioner Villega Bremer, to approve the Thurston County Medic One hiring list as a hiring register for Entry Level Firefighter/Paramedic. The motion carried by the following vote:

Aye: 2 - Chair Villegas Bremer and Commissioner Soule

Excused: 1 - Commissioner Callner

7. REPORTS - None

8. OTHER TOPICS - None

9. ADJOURNMENT

The meeting adjourned at 9:22 a.m.

Upcoming - Next Meeting May 21



Civil Service Commission

Approval of the Olympia Fire Department Assistant Fire Marshal/Captain Register

Agenda Date: 6/5/2024
Agenda Item Number:
File Number:24-0486

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

Title

Approval of the Olympia Fire Department Assistant Fire Marshal/Captain Register

Recommended Action

Staff Recommendation:

Move to approve the certification of the Assistant Fire Marshal/Captain Register effective June 5, 2024.

Report

Staff Contact:

Matt Morris, Fire Chief, Olympia Fire Department, 360.753.8300
Nicole Camus, Deputy HR Director, 360.753.8213

Background:

Based on Civil Service Rule V, Registers, Initial Eligibility Lists, initial eligibility lists were established with candidates who applied and met the assigned criteria for Fire Captain positions. Three (3) candidates applied and three (3) were invited to interview & assessment phase. Three (3) candidates participated in the interview and assessment phase. Two (2) candidates passed the interview, and one (1) candidate did not pass. Two (2) candidates have been placed on the register.

Three (3) candidates were male. One (1) candidate was African/American, one (1) was Caucasian and one (1) candidate was Two or More Races. The interview panel consisted of OFD Assistant Chief Randy Haines, OFD Firefighter Erin Johnson, OFD Business Operations Specialist Dena Tomisser, and Community Member Terri Prather. The assessors for the written were OFD Chief Matt Morris, OFD Deputy Chief Mike Buchanan, and Tumwater Fire BC Brad Ridgeway. Nicole Camus from HR was also present as an observer.

Findings:

Two (2) candidates have passed the interview and assessment and have been placed on the register in accordance with scores of 91.59 - 76.17

Policy Reference:

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

- 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



Civil Service Commission

Approval of Entry-Level Firefighter Register

Agenda Date: 6/5/2024
Agenda Item Number:
File Number:24-0487

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

Title

Approval of Entry-Level Firefighter Register

Recommended Action

Staff Recommendation:

Move to approve the certification of the Entry-Level Firefighter Register effective May 20, 2024

Report

Staff Contact:

Matt Morris, Fire Chief, Olympia Fire Department, 360.753.8300

Nicole Camus, Deputy HR Director, 360.753.8213

Background:

Based on Civil Service Rule V, Registers, Initial Eligibility Lists, initial eligibility lists were established with candidates who tested through Public Safety Testing for Entry-Level Firefighter and successfully passed. The top two-hundred (200) candidates were invited to interview. Eighty-nine (89) candidates participated in the interview and one-hundred-eleven (111) declined, canceled or no-showed. Fifty-five (55) candidates passed the interview. Fifty-five (55) candidates have been placed on the register.

Forty-four (44) candidates were male and eleven (11) candidates were female. Forty-six (46) candidates were White/Caucasian, five (5) candidates were 2 or more ethnicities, two (2) candidates were Hispanic/Latino, one (1) candidate was Asian/Pacific Islander, and one (1) candidate was American Indian/Alaskan Native. The interview panel consisted of OFD Lt. Jeremy Fox, OFD Lt. Jimmy Grostick, OFD Firefighter Russell DeLong, OFD Firefighter Ryan Smith, OFD Firefighter Craig Myer, OFD Lt. Aaron Rus, OFD Firefighter Ryan Davis, OFD Firefighter Justice Barnes, OFD Firefighter Tyle Bottin, Sarena Belovich - OFD CARES Coordinator, Kolton Olinger - Fire Master Mechanic, and Teri Prather - community member. Telli Norton from HR and Deputy Fire Chief Shrek were also present in monitor roles.

Findings:

Fifty-five (55) candidates passed their PST test, followed by the oral board interview and have been placed on the register in accordance with scores of 80.14-74.02

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



Civil Service Commission

Approval of Entry Level Police Officer Register

Agenda Date: 6/5/2024
Agenda Item Number:
File Number:24-0488

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

Title

Approval of Entry Level Police Officer Register

Recommended Action

Staff Recommendation:

Move to approve the certification of the Entry Level Police Officer Register effective April 16, 2024

Report

Staff Contact:

Jason Winner, Sergeant, Olympia Police Department, 360.753.8300

Nicole Camus, Deputy HR Director, 360.753.8213

Background:

Based on Civil Service Rule V, Registers, Initial Eligibility Lists, initial eligibility lists were established with candidates who passed the Public Safety Testing written and physical exams. Thirty-six (36) candidates were invited to the phase 1 suitability assessment. Eleven (11) participated in the phase 1 suitability assessment, and four (4) passed. Four (4) candidates were invited to oral interviews, one (1) participated and one (1) passed the oral interviews.

One (1) candidate was male. One (1) candidate was White/Caucasian. The interview panel consisted of OPD Sergeant Aaron Ficek, OPD Sergeant Jonathan Leavitt, and Rance Leaders, community member.

Findings:

One (1) candidate passed the phase 1 suitability assessment and the oral interview and has been placed on the register in accordance with scores of 80.14-74.02

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