



Meeting Minutes

Civil Service Commission

City Hall
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Olympia, WA 98501
Contact: Nicole Camus
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Tuesday, November 15, 2016

8:30 AM

Room 112

1. CALL TO ORDER

Chair Villegas Bremer called the meeting to order at 8:30 a.m.

1.A ROLL CALL

Present: 2 - Chair Linda Villegas Bremer and Commissioner Reiko Callner

Excused: 1 - Commissioner Oscar Soule

OTHERS PRESENT

HR Director Joe Olson
HR Senior Personnel Analyst Amy Cleveland
Assistant Fire Chief Mike Buchanan
Deputy Fire Chief Greg Wright
Public Works Program Specialist Tami Micheau

2. APPROVAL OF AGENDA

The agenda was approved.

3. PUBLIC COMMENT - None

4. ANNOUNCEMENTS

Chair Villegas Bremer noted Deputy Police Chief Aaron Jelcick isn't present because he's attending a special emergency meeting.

5. BUSINESS ITEMS

5.A [16-1279](#) Approval of Entry Level Police Officer Register

Ms. Micheau report 28 candidates were invited to the phase 1 suitability assessment. Of those 28, 13 participated and 10 passed. Those 10 were invited to oral interviews and 3 passed. Final scores ranged from 86.54 percent to 102.58 percent.

Twenty-eight candidates were male. The complement consisted of 1 American Indian/Alaskan Native, 1 Asian/Pacific Islander, 24 White Caucasian, 1 Other/Two or More Races, and 1 Unknown. The interview panel consisted of OPD Lieutenant Sam Costello, Thurston County Sheriff's Department Sergeant Carla Carter, and

Washington Business Bank VP/Director of Marketing Joanna West.

Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve certification of the entry level police officer register effective November 15, 2016. The motion carried by the following vote:

Aye: 2 - Chair Villegas Bremer and Commissioner Callner

Excused: 1 - Commissioner Soule

5.B [16-1280](#) Approval of Advanced Entry Police Officer Register

Ms. Micheau reported 3 candidates were invited to the phase 1 suitability assessment. All 3 participated in the assessment and 2 passed. Those 2 were invited to oral interviews and both passed. Scores ranged from 75.0 percent to 95.70 percent.

The 3 candidates were White/Caucasian males.

The interview panel consisted of OPD Lieutenant Sam Costello, Thurston County Sheriff's Department Sergeant Carla Carter, and Washington Business Bank VP/Director of Marketing Joanna West.

Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve certification of the advance entry police officer register effective November 15, 2016. The motion carried by the following vote:

Aye: 2 - Chair Villegas Bremer and Commissioner Callner

Excused: 1 - Commissioner Soule

5.C [16-1281](#) Approval of Entry Level Firefighter Register

Ms. Micheau reported 55 candidates were invited to phase 1 suitability assessment. Of those 55, 27 participated and 17 passed. Those 17 were invited to oral interviews and 5 passed. Scores ranged from 82.62 percent to 95.16 percent.

Three candidates were female and 52 were male. Fifty-one were White/Caucasian, 3 were Other/Two or More Races, and 1 was Unknown.

The interview panel consisted of OFD Captain Kevin Bossard, OFD Firefighter Steve Gibson, Lacey Fire District 3 Firefighter Keri Hall, and OFD Lieutenant Jason Waters.

Commissioners and staff discussed the testing process and the attrition rate.

Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve certification of the entry level firefighter register effective November 15, 2016. The motion carried by the following vote:

Aye: 2 - Chair Villegas Bremer and Commissioner Callner

Excused: 1 - Commissioner Soule

5.D [16-1282](#) Civil Service Secretary/Chief Examiner/ Appointment

Ms. Cleveland noted she will be leaving City employment effective November 16 and recommended appointing Joe Olson to replace her as Civil Service Secretary/Chief Examiner.

Commissioner Callner moved, seconded by Chair Villegas Bremer, to appoint Joe Olson as Civil Service Secretary/Chief Examiner. The motion carried by the following vote:

Aye: 2 - Chair Villegas Bremer and Commissioner Callner

Excused: 1 - Commissioner Soule

6. OTHER TOPICS - None

7. ADJOURNMENT

The meeting was adjourned.