



## Meeting Minutes - Draft

### Civil Service Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Contact: Nicole Camus  
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**Tuesday, March 21, 2017**

**8:30 AM**

**Room 112**

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**1. CALL TO ORDER**

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

**1.A ROLL CALL**

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

**OTHERS PRESENT**

Aaron Jelcick, Deputy Chief, OPD  
Nicole Camus, Personnel Analyst, HR  
Mike Buchanan, Assistant Chief, OFD  
Greg Wright, Deputy Chief, OFD

**2. APPROVAL OF AGENDA**

**The agenda was approved**

**3. APPROVAL OF MINUTES**

[17-0310](#) Approval of February 21, 2017 Civil Service Commission Meeting Minutes

**The minutes were approved**

**4. PUBLIC COMMENT - NONE**

**5. ANNOUNCEMENTS**

Commissioner Villegas Bremer announced that after the meeting there would be training on the Open Public Meetings Act.

**6. BUSINESS ITEMS**

[17-0311](#) OFD Paramedic Training Officer Classification Title Change

Deputy Chief Greg Wright explained that the title change from Paramedic Training Officer to Lieutenant Paramedic Training Officer was being requested to achieve

consistency between Fire Department contracts and classifications as well as be in line with the industry standards.

**Staff Recommendation:**

**Move to approve the proposed change to the Paramedic Training Officer Classification Title Change.**

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

[17-0312](#) OFD Medical Services Officer Classification Title Change

Deputy Chief Greg Wright explained how the Medical Services Officer classification change to Captain- Medical Services Officer will achieve Department consistency.

**Staff Recommendation:**

**Move to approve the proposed change to the Medical Services Officer Classification Title Change.**

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

[17-0313](#) Approval of Promotional Fire Battalion Chief Register

Assistant Chief Mike Buchanan gave a brief explanation of the promotional testing process for Battalion Chief. Items discussed included a description of the exercises, and the assessors and advisors that evaluated the assessment center.

**Staff Recommendation:**

**Staff recommends the Promotional Fire Battalion Chief Register be certified effective March 21, 2017.**

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

[17-0314](#) Approval of Entry Level Police Officer Register

Ms Camus reported that 26 candidates were invited to the phase one suitability assessment. Of the 26, 18 completed the test and eight passed. Those eight were invited to oral interviews and five passed. Twenty-three candidates were male and three were female. One candidate was Hispanic, twenty-two candidates were White/Caucasian, and three candidates were Other/Two or More Races. The interview panel consisted of OPD Officer Jason Winner, OPD Officer Javier Sola Del Vigo, and Anne Larsen, Development Manager for South Puget Sound Community College Foundation. OPD Officer Rob Beckwell sat in for Javier Sola Del Vigo for one candidate because Javier knew the candidate and did not feel he could rate him objectively.

Deputy Chief Aaron Jelcick reported that there are two vacancies. He provided an update on the status of new hires and how many retirements are anticipated in 2017.

**Staff Recommendation:**

**Move to approve the certification of the Entry Level Police Officer Register effective**

**March 21, 2017**

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

**7. REPORTS**

**8. OTHER TOPICS**

**9. ADJOURNMENT**

The meeting was adjourned at 9:05 a.m.

**Upcoming**

**Accommodations**