



Meeting Minutes - Draft

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
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Tuesday, June 20, 2017

8:30 AM

Room 112

1. CALL TO ORDER

The meeting was called to order at 8:30 a.m.

1.A ROLL CALL

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

Excused: 1 - Commissioner Reiko Callner

OTHERS PRESENT

Greg Wright, Deputy Chief, OFD
Nicole Camus, Personnel Analyst, Human Resources
Laura Wohl, Administrative Services Manager, OPD

2. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS - None

6. BUSINESS ITEMS

[17-0674](#) Approval of May 16th, 2017 Civil Service Commission Meeting Minutes

Commissioner Soule moved, seconded by Chair Villegas Bremer to approve the minutes,. The motion carried by the following vote:

Aye: 2 - Chair Villegas Bremer and Commissioner Soule

Excused: 1 - Commissioner Callner

[17-0675](#) Approval of Entry Level Firefighter Register

Ms. Camus reported that the fire department is recruiting for two entry level firefighter positions. They invited 33 candidates to phase one suitability assessment off of the eligibility roster. Twenty-three participated in phase 1 and 11 passed. Those 11 candidates were invited to oral board interviews and four successfully passed the oral

interviews.

Thirty-three candidates were male. One candidate was Asian, thirty candidates were White/Caucasian, one candidate was two or more races, and one candidate was unknown. The interview panel consisted of OFD Captain Kate McDonald, OFD Battalion Chief JD Young, OFD Medical Services Officer Jim Brown, and OFD Firefighter Steven Busz.

A provisional register was created in order to complete the Chief's interview. No official job offers have been issued, pending the certification of the register.

Four candidates passed the written exam, physical ability test, phase 1 suitability assessment and oral interview and have been placed on the register in accordance with their scores. Final ranking scores range from 82.98%--94.61%.

Commissioner Soule moved seconded by Chair Villegas Bremer to approve the entry level firefighter register. The motion carried with the following vote:

Aye: 2 - Chair Villegas Bremer and Commissioner Soule

Excused: 1 - Commissioner Callner

[17-0676](#) Approval of Entry Level Firefighter Paramedic Register

Ms. Camus reported that OFD is hiring for two firefighter/paramedic positions. Six candidates that passed the Medic One protocol were invited to participate in the phase one suitability assessment. Six candidates participated in phase 1 and 5 passed. Those five candidates were invited and participated in oral interviews and four successfully passed.

Six candidates were male. The ethnicity of the candidates is unknown. The interview panel consisted of OFD Captain Kate McDonald, OFD Battalion Chief JD Young, OFD Medical Services Officer Jim Brown, and OFD Firefighter Steven Busz.

A provisional register was created in order to complete the Chief's interview. No official job offers have been issued, pending the certification of the register. Final ranking scores range from 70%--80.56%.

Commissioner Soule moved seconded by Chair Villegas Bremer to approve the firefighter/paramedic register. The motion carried as follows:

Aye: 2 - Chair Villegas Bremer and Commissioner Soule

Excused: 1 - Commissioner Callner

[17-0677](#) Removal of Names from Entry Level Police Officer Register

Ms. Camus reported one candidate was removed from the entry level police officer register for failing the background investigation. He was notified in writing and has not

appealed.

Staff Recommendation:
N/A Information Item

9. ADJOURNMENT

The meeting was adjourned at 8:45 a.m.