



Meeting Minutes - Draft

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
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Tuesday, March 20, 2018

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

OTHERS PRESENT

Rich Allen - Lieutenant, Olympia Police Department
Rob Bradley - Assistant Chief, Olympia Fire Department
Mike Buchanan - Assistant Chief, Olympia Fire Department
Greg Wright - Deputy Chief, Olympia Fire Department
Joe Olson - Director / Chief Examiner, Human Resources
Nicole Camus - Personnel Analyst, Human Resources

2. APPROVAL OF AGENDA

The agenda was approved.

3. PUBLIC COMMENT - NONE

4. ANNOUNCEMENTS - NONE

5. BUSINESS ITEMS

5.A [18-0295](#) Approval of February 20, 2018 Civil Service Commission Meeting
Minutes

**Commissioner Callner moved, seconded by Commissioner Soule, to approve
the minutes. The motion carried as follows:**

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

5.B [18-0290](#) OFD Fire Prevention Officer Testing Process

Assistant Chief Bradley explained that the department is anticipating one vacancy for a

fire prevention officer. The fire department requested approval of the testing process so that they may establish a register and hire by June 2018.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the fire prevention officer testing process. The motion carried as follows:

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

5.C [18-0291](#) Lateral Firefighter Hiring Process

Assistant Chief Mike Buchanan explained that the fire department in partnership with the Local Union 468 had interest in developing a lateral firefighter hiring process. The lateral hiring process would run concurrently with an entry-level firefighter hiring process to fill 3 positions. Chief Buchanan explained the requirements to be considered a lateral, and outlined the hiring process steps being proposed. Points of discussion included the history of the department hiring lateral firefighters and the benefits of hiring a lateral firefighter.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the lateral firefighter hiring process. The motion carried as follows:

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

5.D [18-0292](#) Entry Level Firefighter Hiring Process

Ms. Camus explained that the Fire Department was requesting one-time authorization to advance forward the top 15 percent of applicant scores from Public Safety Testing. Under normal civil service rules, an eligibility list contains the top 5 percent of applicants. Due to competition with other departments for qualified applicants, in recent recruitments the department has observed that the initial pool is not big enough to yield enough qualified applicants to fill all vacancies and maintain names on a hiring register. Points of discussion included the range of scores that typically are on the initial eligibility list.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the entry level firefighter process. The motion carried as follows:

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

5.E [18-0293](#) Approval of Entry Level Police Officer Register

Ms. Camus reported that Thirty-three candidates were invited to the phase 1 suitability assessment. Twenty-one participated in the phase 1 suitability assessment, and seven passed. Seven candidates were invited to oral interviews, five participated and four successfully passed the oral interviews. Three of the candidates were female and thirty were male. Twenty-four were White/Caucasian, one was American Indian/Alaskan Native, two were Asian/Pacific Islander, two were Hispanic/Latino, and four were other/2 or more races. The interview panel consisted of OPD Officer Kory Pearce, OPD Lt Dan

Smith, and Alisha Blain, program coordinator for Leadership Thurston County. Scores range from 76.88%-86.8%.

Topics of discussion included if there is follow-up with candidates. Lt Rich Allen explained that the department is working on a recruiting feedback form that will be distributed to candidates to evaluate OPD's hiring process.

Commissioner Callner moved, seconded by Commission Soule, to approve the entry level police officer register. The motion carried as follows:

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

5.F [18-0294](#) Approval of Advanced Entry Police Officer Register

Ms. Camus reported that applications for advanced entry and academy graduate candidates are accepted on a continuous basis. Six candidates were invited to the phase 1 suitability assessment. Three participated in the phase 1 suitability assessment, and three passed. Six candidates were invited to oral interviews, three participated and three successfully passed the oral interviews.

One of the candidates was female and five were male. Three were White/Caucasian, one was African American/Black, two were Hispanic/Latino.

The interviews were held on different days to make it convenient for the applicants. The interview panels consisted of:

2/20/2018: Hamani Nowlen; OPD Officer Doug Curtright, OPD Sergeant Bryan Wyllie, Sr. Personnel Analyst Hyun Allister

3/5/2018: Kelsey Mahlum; OPD Officer Kory Pearce, OPD Lt Dan Smith, Alisha Blain, program coordinator from Leadership Thurston County

3/13/2018: Vasile Kovzun, OPD Officer Kory Pearce, OPD Lt Rich Allen, OPD program specialist Angela Johnson.

Scores ranged from 74.5% - 89.5%.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the advanced entry police officer register. The motion carried as follows:

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

6. REPORTS

Assistant Chief Buchanan announced that Aaron Rus and Steven Busz were promoted to

Fire Lieutenant off the register.

There was discussion about the attendance at the Hispanic Roundtable and OPD attended and distributed recruitment materials.

7. OTHER TOPICS - NONE

8. ADJOURNMENT

The meeting was adjourned at 9:10 a.m.

Upcoming

Accommodations