



## Meeting Minutes - Draft

### Civil Service Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Nicole Camus  
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**Tuesday, May 15, 2018**

**8:30 AM**

**Room 112**

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**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**

Sergeant Dan Duncan - Olympia Police Department  
Lieutenant Rich Allen - Olympia Police Department  
Director Joe Olson - Human Resources  
Personnel Analyst Nicole Camus - Human Resources  
Assistant Chief Rob Bradley - Olympia Fire Department  
Assistant Chief Mike Buchanan - Olympia Fire Department  
Chief Greg Wright - Olympia Fire Department

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

[18-0501](#) Approval of April 17, 2018 Civil Service Commission Meeting Minutes

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

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

**4. PUBLIC COMMENT - NONE**

**5. ANNOUNCEMENTS**

**6. BUSINESS ITEMS**

**18-0502** OFD Assistant Fire Chief Testing Process

Ms. Camus explained that Assistant Chief Rob Bradley is planning to retire in the future and Chief Greg Wright is requesting approval of a testing process to find his replacement. The testing process would be open to internal candidates at the level of Lieutenant with 4 or more years experience and higher and consist of a scored letter of interest, weighted at 30 percent, and a structured interview, weighted at 70 percent. This position will serve in the Fire Prevention line of business.

Topics of discussion included the scoring criteria for the letter of interest and the composition of the panel for the interview.

**Commissioner Callner moved, seconded by Commissioner Soule, to approve the Assistant Fire Chief Testing Process. The motion carried as follows:**

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

**18-0503** Approval of Fire Prevention Officer Register

Ms. Camus reported that the Civil Service Commission approved a fire prevention officer process in March 2018. The process included a structured letter of interest and an interview.

Assessors included Fire Prevention Captain Kevin Bossard, Economic Development Director Mike Reid, and Code Enforcement Officer Kimberly Gierach.

One candidate, Joseph Oguiza, passed the exam with a score of 91.83 and has been placed on the register

**Commissioner Callner moved, seconded by Commissioner Soule, to certify the Fire Prevention Officer Register.**

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

**18-0504** Civil Service Rule VI, Certification and Probationary Period Rule Change

Ms. Camus reported that the police department requests that the probationary period for new uniformed employees be extended beyond the current rule of 18 months to 12 months after successful completion of academy, whichever is longer. Chief Ronnie Roberts and Lieutenant Rich Allen are requesting this change because the department is interested in ensuring that newly hired employees have ample time to learn and demonstrate their ability to perform the work. The wait time to start academy has increased due to the influx of new police officers. In some cases, the 18 month period does not allow enough time for instruction and evaluation after new employees are

assigned shifts and performing work in the City.

Topics of discussion included reasons that there is a delay getting recruits into academy.

The Commission amended the language to read, "a probationary period of 18 months or 12 months after successful completion of academy, whichever is longer."

**Commissioner Callner moved, seconded by Commissioner Soule, to approve the change to rule 6, as amended. The motion carried as follows:**

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

[18-0505](#) Approval of Entry Level Police Officer Register

Ms. Camus reported thirty-four candidates were invited to the phase 1 suitability assessment. Twelve participated in the phase 1 suitability assessment, and nine passed. Nine candidates were invited to oral interviews, seven participated and six successfully passed the oral interviews.

Four of the candidates were female and thirty were male. Twenty-five were White/Caucasian, one was African American/Black, one was Asian/Pacific Islander, four were Hispanic/Latino, and two were other/2 or more races. The interview panel consisted of OPD Officer John Leavitt, OPD Sgt Ryan Hirotaka, and Krista Bentow, manager at Batdorf and Bronson Coffee Roasters.

Six candidates passed the phase 1 suitability assessment and the oral interview and have been placed on the register in accordance with scores ranging from 78.82-87.6.

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

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

[18-0506](#) Removal of Names from Entry Level Police Officer Register

Ms. Camus reported that the following candidates are not considered eligible for further consideration, because they did not successfully complete one or more phases of the selection process that police officer candidates undergo after being placed on the register: Devon Lemay, Aaron Miller, Wesley Smith, Deanna Limas. The candidates were notified in writing and have not appealed.

**Staff Recommendation:**  
**N/A Information Item**

## **7. REPORTS**

### **Update on Civil Service Rule III Language Change**

Ms. Camus provided the track-changes copy of Civil Service Rule 3 with the changes incorporated that the Civil Service Commission approved in the April meeting.

Discussion occurred about going through the rules in their entirety and making updates.

## **8. OTHER TOPICS**

### **Register Approval Process**

Ms. Camus provided a presentation that included data about the timeline of hiring, including the amount of time between an oral board and the certification of the register. Chief Examiner Joe Olson explained that due to the competitive job market for qualified and diverse candidates, the City is missing out on hiring these candidates because of the amount of time it takes to get them through our hiring process. Options discussed included giving the authority to approve registers to the Chief Examiner, scheduling special meetings, and authorizing provisional registers to keep the hiring process in motion until the next regular Civil Service Commission Meeting. The Commission authorized a trial period of 60 days of using provisional registers.

## **9. ADJOURNMENT**

The meeting was adjourned at 9:30 a.m.

### **Upcoming**

### **Accommodations**