



Meeting Minutes - Draft

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
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Tuesday, July 17, 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: 2 - Chair Linda Villegas Bremer and Commissioner Reiko Callner

Excused: 1 - Commissioner Oscar Soule

OTHERS PRESENT

Greg Wright - Fire Chief, Olympia Fire Department

Mike Buchanan - Assistant Fire Chief, Olympia Fire Department

Nicole Camus - Human Resources

Rich Allen - Lieutenant, Olympia Police Department

2. APPROVAL OF AGENDA

The agenda was approved.

3. PUBLIC COMMENT - NONE

4. ANNOUNCEMENTS

Ms. Camus announced that the Foster Pepper Civil Service Conference will be Sept 20-21, 2018 in Yakima and invited the commissioners to attend.

5. BUSINESS ITEMS

5.A [18-0691](#) Approval of June 19, 2018 Civil Service Commission Meeting Minutes

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

Aye: 2 - Chair Villegas Bremer and Commissioner Callner

Excused: 1 - Commissioner Soule

5.B [18-0692](#) Approval of Entry Level Police Officer Register

Ms. Camus explained that fifty-three candidates were invited to the phase 1 suitability assessment. Twenty-four participated in the phase 1 suitability assessment, and eight passed. Eight candidates were invited to oral interviews, five participated and five successfully passed the oral interviews.

Two of the candidates were female and Fifty-one were male. Forty-two were White/Caucasian, three were African American/Black, four were Asian/Pacific Islander, one was Hispanic/Latino, and three were other/2 or more races. The interview panel consisted of OPD Officer Aaron Ficek, OPD Sgt Amy King, and OPD Records Specialist Angela Johnson.

Five candidates passed the phase 1 suitability assessment and the oral interview and have been placed on the register in accordance with scores ranging from 89.8-99.52.

Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve the Entry Level Police Officer Register. The motion carried with the following vote:

Aye: 2 - Chair Villegas Bremer and Commissioner Callner

Excused: 1 - Commissioner Soule

5.C [18-0694](#) OPD Sergeant Testing Process

Lt. Rich Allen explained that the police department is requesting to fill two sergeant positions that were created by the public safety levy. The proposed testing process contracts the services of Public Safety Testing to conduct an exam consisting of a written exam, work performance rating, and assessment center. The minimum passing score for the dimensions evaluated is 70%. The candidate score will be weighted 25% written exam, 25% work performance rating, and 50% assessment center.

Commisioner Callner moved, Seconded by Chair Villegas Bremer, to approve the Sergeant testing process. The motion carried as follows:

Aye: 2 - Chair Villegas Bremer and Commissioner Callner

Excused: 1 - Commissioner Soule

5.D [18-0693](#) OFD Assistant Fire Marshal - Captain Testing Process

Chief Greg Wright explained that the department anticipates needing to hire a assistant fire marshal - captain after filling the fire marshall position. The proposed testing process includes an application, a scored letter of interest, a plan review exercise and an oral interview. The letter of interest and plan review exercise are weighted at 30% and the oral interview is weighed at 70% of final score. The panel for the interview will consist of a staff member of the front office at OFD, a local building representative, and assistant fire Chief Mike Buchanan.

Commisioner Callner moved, seconded by Chair Villegas Bremer, to approve

the testing process for assistant fire marshal - captain. The motion carried as follows:

Aye: 2 - Chair Villegas Bremer and Commissioner Callner

Excused: 1 - Commissioner Soule

6. REPORTS

7. OTHER TOPICS

Chief Wright announced that assistant chief Rob Bradly and Battalion Chief Pat Noonan are retiring and having a joint retirement party on July 31st.

Assistant Chief Mike Buchanan announced that three job offers have been made. One was accepted by Cole Linich, a lateral candidate from the Bainbridge Island department. Maria Kennedy and Erin Johnson, both accepted offers and are entry level candidates.

8. ADJOURNMENT

The meeting was adjourned at 8:50 a.m.

Upcoming

Accommodations