



Meeting Minutes - Draft

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
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Tuesday, September 18, 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

Lieutenant Rich Allen - Olympia Police Dept
Joe Olson - Human Resources Director
Nicole Camus - Human Resources
Assistant Chief Mike Buchanan - Olympia Fire Department
Acting Assistant Chief Kevin Bossard - Olympia Fire Department
Chief Greg Wright - Olympia Fire Department

2. APPROVAL OF AGENDA

The agenda was approved.

3. PUBLIC COMMENT

4. ANNOUNCEMENTS

Chief Wright announced the Captain Kevin Bossard was being promoted to Assistant Chief - Fire Marshall at the end of the week.

5. BUSINESS ITEMS

5.A [18-0894](#) Approval of August 21, 2018 Civil Service Commission Meeting Minutes

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

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

5.B [18-0895](#) Approval of Assistant Fire Marshal - Captain Register

AC Kevin Bossard explained the testing process, which included a structured letter, an oral interview, and a plan review test. Assessors included Toby Levens, Finance and Policy Coordinator, Lt Matt Gattenbein, Capt Kate McDonald, AC Mike Buchanan, Radena Tomisser, Administrative Secretary, Josh Gobel, architect, Roger White, Knight Fire, and Eric Rowe, business owner.

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

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

5.C [18-0898](#) Approval of Entry Level Police Officer Register

Ms. Camus reported that forty-one candidates were invited to the phase 1 suitability assessment. Twenty participated in the phase 1 suitability assessment, and nine passed. Nine candidates were invited to oral interviews, eight participated and six successfully passed the oral interviews.

Three of the candidates was female and thirty-eight were male. Twenty-five were White/Caucasian, three were African American/Black, two were Asian/Pacific Islander, four were Hispanic/Latino, and one was unknown. The interview panel consisted of OPD Officer John Hazen, OPD Officer John Leavitt, and Angela Johnson, OPD Police Services Specialist.

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 79.8 - 95.31.

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

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

5.D [18-0899](#) Review Civil Service Commission Rules pages 1-10

Topics of discussion included modifying gender pronouns, granting employee designee authority, and the time frame between allowing people to retest.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the changes to the rules as proposed. The motion carried as follows:

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

6. REPORTS

Lt. Allen reported that Sgt. Dan Duncan was attending the Civil Service Conference.

7. OTHER TOPICS - NONE

8. ADJOURNMENT

The meeting adjourned at 8:50 p.m.

Upcoming

Accommodations