



## Meeting Minutes - Draft

### Civil Service Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Nicole Camus  
360.753.8213

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**Tuesday, November 20, 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:** 2 - Chair Linda Villegas Bremer and Commissioner Reiko Callner

**Excused:** 1 - Commissioner Oscar Soule

**OTHERS PRESENT**

Joe Olson - Human Resources Director  
Carl Watts - Personnel Analyst  
Lt. Rich Allen - Olympia Police Dept  
Nicole Camus - Personnel Analyst  
Assistant Chief Mike Buchanan - Olympia Fire Dept  
Chief Greg Wright - Olympia Fire Dept  
Toby Levens - OFD Policy & Finance Coordinator

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. PUBLIC COMMENT - NONE**

**4. ANNOUNCEMENTS**

Joe Olson introduced Carl Watts to the Commission.  
Cheif Wright introduced Toby Levens to the Commission.  
Lt. Rich Allen announced that officer Doug Curtright is retiring.

**5. BUSINESS ITEMS**

- 5.A** [18-1098](#) Approval of September 18th, 2018 Civil Service Commission Meeting Minutes

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

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.B**     [18-1099](#)            Approval of Civil Service Commission Rule Updates (pages 10-28)

The commission discussed the proposed rule changes and provided feedback to staff about areas they would like to see new proposed language.

**The commission was unanimous in their decision to table the motion and discuss at the next meeting after reviewing new proposed language.**

**5.C**     [18-1100](#)            OFD Fire Lieutenant Testing Process

Assistant Chief Buchanan presented a proposal for a fire lieutenant promotional exam. The proposed testing process includes an assessment center using the services of Public Safety Testing to conduct an exam consisting of a written exam, tactical exercise, oral presentation, practical scenarios/critical thinking, and administrative scenarios. The minimum passing score for the dimensions evaluated is 70%, and the register rank will be determined by the assessment center percentage.

The commission commended department management on their development of a relevant and comprehensive exam.

**Commissioner Callner moved, seconded by Chair Villegas Bremer to approve the Fire Lieutenant promotional testing process. The motion carried as follows:**

**Aye:**                2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.D**     [18-1101](#)            Approval of Promotional Police Sergeant Register

The testing process included a candidate orientation, assessor preparation, exercises including a written test, work performance rating, administrative scenarios, citizen meeting, employee mediation, and practical scenarios. The exam was completed in three days and measured eight dimensions of the police sergeant position, which were selected based on a task analysis and survey of incumbents and police department leadership.

The assessors included Sgt. Kevin Engelbertson - Lewis Co. S.O., Lieutenant Ray Brady - Thurston Co. S.O., Sgt. Kenneth Cheeseman - Lewis Co. S.O., Citizen Theo Yu ., Lieutenant Jennifer Kolb - Tumwater PD, Commander Jim Mack - Lacey PD, WSP, Sergeant Jason Casebolt - Thurston Co. S.O, Lieutenant John Matagi - WSP. Role players were Citizen Richard Derosset, Detective John Mason - Lacey PD and Bob Edwards - OPD Volunteer.

Four candidates passed all phases of the exam and have been placed on the register for approval. Final ranking scores are 84.91%-72.92%.

Two positions will be filled as a result of the public safety levy.

**Commissioner Callner moved, seconded by Chair Villegas Bremer, to approve the police sergeant register. The motion carried as follows:**

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.E**     [18-1102](#)     Approval of Entry Level Police Officer Register

Twenty candidates were invited to the phase 1 suitability assessment. Ten participated in the phase 1 suitability assessment, and four passed. Four candidates were invited to oral interviews, four participated and two successfully passed the oral interviews.

Three of the candidates were female and seventeen were male. Two were Hispanic/Latino, thirteen were White/Caucasian, and five were two or more races. The interview panel consisted of OPD Officer Kelsey Schmidt, OPD Sgt Brian Houser, and Joy Gerchak, Intercity Transit Manager.

Two candidates passed the phase 1 suitability assessment and the oral interview and have been placed on the register in accordance with scores ranging from 84.99-84.19.

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

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**5.F**     [18-1103](#)     Approval of Advanced Entry Police Officer Register

Applications for advanced entry and academy graduate candidates are accepted on a continuous basis. Six candidates were invited to the phase 1 suitability assessment. Two participated in the phase 1 suitability assessment, and one passed. One candidate was invited to oral interviews, participated and successfully passed the oral interviews.

Two of the candidates were female and four were male. Four were White/Caucasian, one was Hispanic/Latino, and one was Asian/Pacific Islander. The interview panel consisted of OPD Officer Kelsey Schmidt, OPD Sgt Brian Houser, and Joy Gerchak, Intercity Transit Manager.

One candidate passed the phase 1 suitability assessment and the oral interview and has been placed on the register in accordance with a score of 92.00.

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

**Aye:** 2 - Chair Villegas Bremer and Commissioner Callner

**Excused:** 1 - Commissioner Soule

**6. REPORTS - NONE**

**7. OTHER TOPICS - NONE**

**8. ADJOURNMENT**

The meeting adjourned at 9:20 a.m.

**Upcoming**

**Accommodations**