



## 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 19, 2019**

**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**

Nicole Camus, Human Resources  
Assistant Chief Mike Buchanan, Olympia Fire Department  
Lieutenant Rich Allen, Olympia Police Department

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. PUBLIC COMMENT - NONE**

**4. ANNOUNCEMENTS**

Assistant Chief Mike Buchanan announced that Fire Chief Mark John started in the department about one month prior.

Nicole Camus announced that Police Chief Ronnie Roberts announced his retirement and his last day will be December 6th, 2019. Deputy Chief Aaron Jelcick has been appointed as the interim police chief.

**5. BUSINESS ITEMS**

**5.A [19-1095](#) Extend Promotional Police Sergeant Register**

Ms. Camus explained the Promotional Police Sergeant Register was certified on November 20th, 2018. One candidate remains on the register and Civil Service rules allow for extending the duration of registers for an additional year. The police department is requesting a one year extension.

**Commissioner Callner moved, seconded by Commissioner Soule, to approve**

**the extension of the police sergeant promotional register. The motion carried as follows:**

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

**5.B**     [19-1096](#)     OFD Fire Paramedic Lieutenant Testing Process

Assistant Chief Mike Buchanan explained that Lt. Paramedic Mark Stewart is retiring and creates a vacancy. A promotional assessment center process is in development with Public Safety Testing. It will be a written test and three exercises at an assessment center. Discussion occurred around the panel selection.

**Commissioner Callner moved, seconded by Commissioner Soule, to approve the paramedic lieutenant promotional testing process. The motion carried as follows:**

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

**5.C**     [19-1099](#)     Approval of Lateral Police Officer Register

Ms. Camus explained that this agenda item was the final approval of the provisional register approved in the September meeting. Eight candidates were invited to the phase 1 suitability assessment. Five participated in the phase 1 suitability assessment, and three passed. Three candidates were invited to oral interviews, participated, and passed the oral interviews.

Eight candidates were male. Five were White/Caucasian, two were Asian/Pacific Islander, and one was Hispanic/Latino. The interview panel consisted of OPD Officer Sean Lindros, OPD Sergeant Paul Evers, and Izzy Uong, Data Security Analyst for Twinstar Credit Union.

Three candidates passed the phase 1 suitability assessment and the oral interview and have been placed on the register in accordance with scores ranging from 93.50-76.00.

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

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

**5.D**     [19-0854](#)     Approval of Entry Level Police Officer Register

Ms. Camus reported that forty candidates were invited to the phase 1 suitability assessment. Fourteen participated in the phase 1 suitability assessment, and eight passed. Eight candidates were invited to oral interviews, Four participated and two successfully passed the oral interviews. Three are currently invited to the next oral board.

Four candidates were female and thirty-six were male. Thirty-five were White/Caucasian, one was Asian/Pacific Islander, one was Hispanic/Latino, two were African American/Black, and one was two or more races. The interview panel consisted of OPD Officer Sean Lindros, OPD Sergeant Paul Evers, and Izzy Uong, Data Security Analyst for Twinstar Credit Union.

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 79.71-78.53.

Discussion occurred about recruitment challenges in hiring police officers.

**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

**6. REPORTS - NONE**

**7. OTHER TOPICS**

The commission confirmed their ability to attend the Dec 17 Civil Service Commission Meeting.

**8. ADJOURNMENT**

The meeting was adjourned at 9:05 a.m.

**Upcoming**

**Accommodations**