



Meeting Minutes - Draft

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
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Tuesday, August 18, 2020

8:30 AM

**Register to attend: [https://us02web.zoom.us/j/85896699445?](https://us02web.zoom.us/j/85896699445?pwd=KzhJeEJGN01jeUFzVzNEQ1Q2S0xidz09)
[pwd=KzhJeEJGN01jeUFzVzNEQ1Q2S0xidz09](https://us02web.zoom.us/j/85896699445?pwd=KzhJeEJGN01jeUFzVzNEQ1Q2S0xidz09)**

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

Sgt. Dan Duncan - Police Department
Assistant Chief Mike Buchanan - Fire Department
Battalion Chief Greg Rightmier - Fire Department
Chief Mark John - Fire Department
Nicole Camus - Human Resources
Yavon Fonoti - Public

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

The minutes were approved.

3.A [20-0650](#) Approval of June 16, 2020 Civil Service Commission Meeting Minutes

4. PUBLIC COMMENT

Reiko Callner read a written public comment submitted by Michael Hughes.

5. ANNOUNCEMENTS - NONE

6. BUSINESS ITEMS

6.A [20-0651](#) Approval of Entry Level Police Officer Register

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

Six candidates were female and fifty were male. Forty-three were White/Caucasian, three Asian/Pacific Islander, four were Hispanic/Latino, three were African American/Black, two were two or more races, and one was unknown. The interview panel consisted of OPD Officer Jonathan Hazen, OPD Sergeant Paul Evers, and Angela Johnson, Police Service Specialist. This interview was conducted remotely due to the Covid-19 Pandemic.

Eight candidates passed the phase 1 suitability assessment and the oral interview and have been placed on the register in accordance with scores ranging from 98.67 - 78.16.

Commissioner Soule moved, seconded by Commissioner Callner, to approve the Entry Level Police Officer Register. The motion carried as follows:

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

6.B [20-0652](#) Approval of Promotional Fire Paramedic Lieutenant Register

Assistant Chief Mike Buchanan explained that the testing process for the Paramedic Lieutenant Exam was approved in November 2019. OFD contracted with Public Safety Testing and was composed of a written exam and assessment center. The exam was completed on March 12, 2020 and measured five dimensions of the fire paramedic lieutenant position, which were selected based on a task analysis and survey of incumbents and fire department leadership.

Assessors included Lacey Fire Medical Services Officer Karen Weiss, Griffin Fire Assistant AC Andrew Schaffran, Thurston County Medic One ALS Coordinator Ben Miller-Todd, and West Pierce Fire and Rescue EMS Officer Bill Barber.

It was later discovered that there was an issue with some questions on the written test due to outdated information that Thurston County Medic One had published in their protocols. The questions impacted to the misinformation were thrown out, and that brought candidate Michael Hughes score to 74.74 and placed him on the eligibility register.

Discussion occurred about how the error on the test impacted the candidate's ability to interview.

Commissioner Callner asked clarifying questions about the updates to Civil Service Rule IV. 10 Examinations and the Commissioners expressed interest in assisting the departments in locating community members to serve on assessment panels.

Commissioner Callner moved, seconded by Commissioner Soule, to approve

the Promotional Fire Paramedic Lieutenant Register. The motion carried as follows:

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

7. REPORTS - NONE

8. OTHER TOPICS

Nicole Camus announced that Debbie Sullivan was appointed to Assistant City Manager. The Commissioners invited Olivia Salazar De Breaux, Equity and Inclusion Coordinator, to a future meeting.

9. ADJOURNMENT

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

Upcoming

Accommodations