



Meeting Minutes

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501
Contact: Nicole Camus
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Tuesday, January 17, 2017

8:30 AM

Room 112

1. CALL TO ORDER

Chair Villegas Bremer called the meeting 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

Deputy Fire Chief Greg Wright
Assistant Fire Chief Mike Buchanan
HR Director Joe Olson
Personnel Analyst Nicole Camus
Deputy Police Chief Aaron Jelcick
Public Works Staff Tami Micheau

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

- 3.A** [17-0057](#) Approval of September 20, 2016 Civil Service Commission Meeting
Minutes

The minutes were approved.

- 3.B** [17-0060](#) Approval of October 18, 2016 Civil Service Commission Meeting
Minutes

The minutes were approved.

- 3.C** [17-0061](#) Approval of November 15, 2016 Civil Service Commission Meeting
Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS - None**6. BUSINESS ITEMS****6.A** [17-0058](#) Approval of Entry Level Police Officer Register

Ms. Micheau reported 57 applicants were invited to the phase 1 suitability assessment in September and October. Of the 57, 20 candidates participated in the phase 2 suitability assessment, and 8 passed. Four successfully passed oral interviews and are on the register for approval. The interview panel consisted of Olympia Police Sergeant Bryan Wyllie, Intercity Transit Supervisor Joy Gerchak, and Sunset Air HR Manager Karen Johnson. Scores ranged from 81.49%-94.69%. Ms. Micheau announced three police officers had been hired since the last Civil Service Commission meeting.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the certification of the Entry Level Police Officer Register effective January 17, 2017. The motion carried by the following vote:

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

6.B [17-0059](#) Approval of Entry Level Firefighter Register

Ms. Camus reported 53 applicants were invited to take the phase 1 suitability assessment. Of those 53, 15 took the assessment and 11 passed. Nine candidates attended interviews and six passed and are on the register. The panel consisted of Olympia Fire Department Captain Todd Carson, Olympia Fire Department Lieutenant Matt Gantenbein, Lacey Fire District 3 Firefighter Keri Hall, and Olympia Fire Department Lieutenant Jason Waters. Final ranking scores ranged from 79.67% -88.72%.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the certification of the Entry Level Firefighter Register effective January 17, 2017. The motion carried by the following vote:

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

9. ADJOURNMENT

The meeting was adjourned.