



Meeting Minutes

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501
Contact: Nicole Camus
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Tuesday, March 21, 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

Aaron Jelcick, Deputy Chief, OPD
Nicole Camus, Personnel Analyst, HR
Mike Buchanan, Assistant Chief, OFD
Greg Wright, Deputy Chief, OFD

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

[17-0310](#) Approval of February 21, 2017 Civil Service Commission Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - NONE

5. ANNOUNCEMENTS

Commissioner Villegas Bremer announced after the meeting there would be training on the Open Public Meetings Act.

6. BUSINESS ITEMS

[17-0311](#) OFD Paramedic Training Officer Classification Title Change

Deputy Chief Wright explained the title change from Paramedic Training Officer to Lieutenant Paramedic Training Officer was being requested to achieve consistency

between Fire Department contracts and classifications as well as to be in line with industry standards.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the proposed change to the Paramedic Training Officer classification title change. The motion carried by the following vote:

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

[17-0312](#) OFD Medical Services Officer Classification Title Change

Deputy Chief Wright explained how the Medical Services Officer classification change to Captain Medical Services Officer will achieve Department consistency.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the proposed change to the Medical Services Officer classification title change. The motion carried by the following vote:

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

[17-0313](#) Approval of Promotional Fire Battalion Chief Register

Assistant Chief Buchanan gave a brief explanation of the promotional testing process for Battalion Chief. Items discussed included a description of the exercises, and the assessors and advisors that evaluated the assessment center.

Commissioner Callner moved, seconded by Commissioner Soule, to certify the Promotional Fire Battalion Chief Register effective March 21, 2017. The motion carried by the following vote:

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

[17-0314](#) Approval of Entry Level Police Officer Register

Ms Camus reported 26 candidates were invited to the phase one suitability assessment. Of the 26, 18 completed the test and 8 passed. Those 8 were invited to oral interviews and 5 passed. 23 candidates were male and 3 were female. 1 candidate was Hispanic, 22 candidates were White/Caucasian, and 3 candidates were Other/Two or More Races. The interview panel consisted of OPD Officer Jason Winner, OPD Officer Javier Sola Del Vigo, and South Puget Sound Community College Foundation Development Manager Anne Larsen. OPD Officer Rob Beckwell sat in for Javier Sola Del Vigo for one candidate because Officer Sola Del Vigo knew the candidate and did not feel he could rate him objectively.

Deputy Chief Jelcick reported there are two vacancies. He provided an update on the status of new hires and how many retirements are anticipated in 2017.

Commissioner Soule moved, seconded by Commissioner Callner, to approve the certification of the Entry Level Police Officer Register effective March 21, 2017. The motion carried by the following vote:

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

7. REPORTS - None

8. OTHER TOPICS - None

9. ADJOURNMENT

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