



Meeting Minutes

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501
Contact: Nicole Camus
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Tuesday, July 18, 2017

8:30 AM

Room 112

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

Laura Wohl - Administrative Services Manager, Olympia Police Department
Greg Wright - Deputy Chief, Olympia Fire Department
Nicole Camus - Personnel Analyst, Human Resources

2. APPROVAL OF AGENDA

The agenda was approved.

4. PUBLIC COMMENT - NONE

5. ANNOUNCEMENTS

Ms. Camus reported City Manager Steve Hall approved 7 overhires in the Olympia Police Department for anticipated police officer vacancies.

6. BUSINESS ITEMS

- 6.A** [17-0766](#) Approval of June 20th, 2017 Civil Service Commission meeting minutes

The minutes were approved.

- 6.B** [17-0767](#) OFD Fire Prevention Officer Classification Change

Ms. Camus reported there are currently three employees working in Fire Prevention, one as a Lieutenant and the other two under the classification of Fire Inspector/Firefighter. The Fire Department would like to create a new classification to cover all three positions called Fire Prevention Officer to replace the classifications of Fire Inspector Lieutenant and Fire Inspector/Firefighter and create a more accurate description of the work and responsibilities being performed. Deputy Chief Greg

Wright explained it brings up the Fire Inspectors slightly in responsibility but not in pay. OFD may add fire investigation responsibilities to that classification in the future to align with other department's Fire Prevention Officer job duties. Discussion occurred about the required accreditation and the department's ability to get members into the National Fire Academy.

Commissioner Soule moved, seconded by Commissioner Callner, to approve the Fire Prevention Officer classification change. The motion carried by the following vote:

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

6.C [17-0768](#) OPD Lateral Police Officer Experience Requirement Change

Ms. Camus explained the current experience requirement for consideration as a lateral police officer requires employment with a municipal or county law enforcement agency. It is the desire of the Police Department to remove that requirement and allow those with work experience with other types of law enforcement agencies to apply as lateral police officers so long as they have passed a law enforcement academy that meets the standards of the Washington State Criminal Justice Training Commission. Ms. Camus clarified that no one has been excluded who has applied without experience with municipal or county law enforcement, and the intention is to correct language to reflect the current practice. Ms. Wohl explained the necessity for candidates to have academy experience equivalent to the Washington State Criminal Justice Training.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the OPD lateral Police Officer experience requirement change. The motion carried by the following vote:

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

6.D [17-0769](#) Approval of Advanced Entry Police Officer Register

Twelve candidates were invited to the phase 1 suitability assessment. One participated in the phase 1 suitability assessment, and passed. The candidate was invited to oral interviews and successfully passed the oral interviews. He is on the register with a score of 80.5.

Two of the candidates were female and ten were male. Nine were White/Caucasian, two were African American/Black, and one was Native Hawaiian/Pacific Islander. The interview panel consisted of OPD Sergeant Brian Wyllie, OPD Services Specialist Angela Johnson, and Tawnya Smith, Olympia Community Member.

Discussion occurred about the rate of attrition of the lateral candidates.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the advanced entry police officer register. The motion carried by the

following vote:

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

7. REPORTS - NONE**8. OTHER TOPICS**

Deputy Chief Greg Wright announced the department will be promoting a Battalion Chief.

9. ADJOURNMENT

The meeting was adjourned at 8:50 a.m.