



Meeting Minutes

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
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Tuesday, January 16, 2018

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

Rich Allen - OPD Lieutenant
Nicole Camus - Human Resources
Mike Buchanan - OFD Assistant Chief
Greg Wright - OFD Deputy Chief
Takaaki Shinohara - Community Member/MPA Student from The Evergreen State
College

2. APPROVAL OF AGENDA

The agenda was approved.

3. PUBLIC COMMENT - None

4. ANNOUNCEMENTS - None

5. BUSINESS ITEMS

- 5.A** [18-0074](#) Approval of December 4, 2017 Civil Service Commission Meeting
Minutes

The minutes were approved.

- 5.B** [18-0075](#) OFD Fire Lieutenant Testing Process

Assistant Chief Mike Buchanan explained the Fire Lieutenant promotional exam. Components of the exam include a fire tactical, an oral presentation/teaching exercise, a coaching/counseling exercise, and a written administrative scenarios/oral resume summation. A written exam is held on a different day prior to the assessment center. Topics of discussion included the selection of the evaluators and the logistics of test day.

Commision Callner moved, seconded by Commission Soule, to approve the Fire Lieutenant Testing Process. The motion carried by the following vote:

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

5.C [18-0076](#) Approval of Entry Level Police Officer Register

Ms. Camus explained thirty-two candidates were invited to the phase 1 suitability assessment. Of those thirty-two, 17 candidates participated in the phase 1 suitability assessment. Seven candidates were invited to oral boards, three participated, and two passed. Of the thirty-two candidates, three candidates African American/Black, one was Asian/Pacific Islander, two were Hispanic/Latino, twenty-two were White/Caucasian, and four candidates were Other/Two or More Races. Twenty-eight candidates were male and four were female. The interview panel consisted of OPD Sgt Matt Renschler, OFD Captain Kate McDonald, and Jack Jones, retired Thurston County Prosecutor.

Two candidates passed the written exam, physical ability test, phase 1 suitability assessment and oral interview and have been placed on the register in accordance with their scores. Final ranking scores are 80.23% - 86.01%.

A couple people were unable to make it to oral board due to a train derailment and have been rescheduled for January 18, 2018.

Lt Rich Allen reported the department has 8 vacancies. Ms. Camus explained the department will be doubling the rate it conducts testing.

Discussion topics include the Public Safety Measure dollars and the amount of training and time that goes into getting an officer on the street.

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

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

5.D [18-0077](#) Removal of Names from Entry Level Police Officer Register

The information was received.

6. REPORTS

Ms. Camus reported OPD has made one final job offer to an entry level police officer; Justin Nielsen. A Lateral police officer, Joseph Bellamy, is in the final stages of hiring.

OFD Assistant Chief Mike Buchanan announced Rachel Wood declined the OFD job offer, but Matt Michel has been hired and Julien Dizon has been hired and is in academy.

7. OTHER TOPICS - None

8. ADJOURNMENT

The meeting was adjourned at 9:00 a.m.