



Meeting Minutes

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Nicole Camus
360.753.8213

Tuesday, November 19, 2019

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

Human Resources Senior Analyst Nicole Camus
Olympia Fire Assistant Chief Mike Buchanan
Olympia Police Lieutenant Rich Allen

2. APPROVAL OF AGENDA

The agenda was approved.

3. PUBLIC COMMENT - NONE

4. ANNOUNCEMENTS

Mr. Buchanan announced Fire Chief Mark John started in the department about one month prior.

Ms. Camus announced Police Chief Ronnie Roberts announced his retirement and his last day will be December 6, 2019. Deputy Chief Aaron Jelcick has been appointed as the Interim Police Chief.

5. BUSINESS ITEMS

5.A [19-1095](#) Extend Promotional Police Sergeant Register

Ms. Camus reported the Promotional Police Sergeant Register was certified on November 20, 2018. One candidate remains on the register and Civil Service rules allow for extending the duration of registers for an additional year. The police department is requesting a one year extension.

Commissioner Callner moved, seconded by Commissioner Soule, to approve

the extension of the police sergeant promotional register. The motion carried as follows:

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

5.B [19-1096](#) OFD Fire Paramedic Lieutenant Testing Process

Mr. Buchanan reported Paramedic Mark Stewart is retiring, which creates a vacancy. A promotional assessment center process is in development with Public Safety Testing. It will be a written test and will include three exercises at an assessment center. Discussion occurred around the panel selection.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the paramedic lieutenant promotional testing process. The motion carried as follows:

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

5.C [19-1099](#) Approval of Lateral Police Officer Register

Ms. Camus reported this is the final approval of the provisional register initially approved in the September meeting. Eight candidates were invited to the phase 1 suitability assessment. Five participated in the phase 1 suitability assessment, and three passed. Three candidates were invited to oral interviews, participated, and passed the oral interviews.

Eight candidates were male. Five were White/Caucasian, two were Asian/Pacific Islander, and one was Hispanic/Latino. The interview panel consisted of OPD Officer Sean Lindros, OPD Sergeant Paul Evers, and Izzy Uong, Data Security Analyst for Twinstar Credit Union.

Three candidates passed the phase 1 suitability assessment and the oral interview and have been placed on the register in accordance with scores ranging from 93.50-76.00.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the lateral police officer register. The motion carried as follows:

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

5.D [19-0854](#) Approval of Entry Level Police Officer Register

Ms. Camus reported 40 candidates were invited to the phase 1 suitability assessment. Fourteen participated in the phase 1 suitability assessment, and 8 passed. Eight candidates were invited to oral interviews, Four participated and 2 successfully passed the oral interviews. Three are currently invited to the next oral board.

Four candidates were female and 36 were male. Thirty-five were White/Caucasian, one was Asian/Pacific Islander, one was Hispanic/Latino, two were African American/Black, and one was two or more races. The interview panel consisted of OPD Officer Sean Lindros, OPD Sergeant Paul Evers, and Izzy Uong, Data Security Analyst for Twinstar Credit Union.

Two candidates passed the phase 1 suitability assessment and the oral interview and have been placed on the register in accordance with scores ranging from 79.71-78.53.

Discussion occurred about recruitment challenges in hiring police officers.

Commissioner Callner moved, seconded by Commissioner Soule, to approve the entry level police officer register. The motion carried as follows:

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

6. REPORTS - NONE

7. OTHER TOPICS

Commissioners confirmed availability to attend the December 17 Civil Service Commission Meeting.

8. ADJOURNMENT

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