



# Meeting Minutes

## Civil Service Commission

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Nicole Camus  
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**Tuesday, February 16, 2021**

**8:30 AM**

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**Register to attend: [https://us02web.zoom.us/j/82661793488?](https://us02web.zoom.us/j/82661793488?pwd=d2plZ0tkM1UrNkRLSWN2NXpNbHJqUT09)  
pwd=d2plZ0tkM1UrNkRLSWN2NXpNbHJqUT09  
Passcode: 458216**

**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**

Senior Human Resources Analyst Nicole Camus  
Deputy Fire Chief Ron Stocking

**2. APPROVAL OF AGENDA**

The agenda was approved.

**3. APPROVAL OF MINUTES**

[21-0193](#) Approval of January 19, 2021 Civil Service Commission Meeting Minutes

The minutes were approved.

**4. PUBLIC COMMENT - NONE**

**5. ANNOUNCEMENTS - NONE**

**6. BUSINESS ITEMS**

[21-0194](#) Lateral Firefighter Hiring Process

Ms. Camus reported the lateral firefighter process would consist of the following steps:

- Minimum Qualifications Screening to be conducted by external panel (Pass/Fail)
- Phase I Suitability Assessment

- Oral Interview (scored)
- Certify Register
- Referral of Names (Rule of 3)
- Background Check
- Chief's interview
- Conditional Job Offer
  - Phase II Psychological Evaluation
  - Medical Exam
  - Official Job Offer

**AFTER HIRE**

- Two-week fire academy
- CPAT must be completed in the first 180 days of employment

Deputy Chief Stocking noted the external panel would be performed by Chief officers outside OFD and that names and genders will be removed from applications and related materials.

**Commissioner Callner moved, seconded by Commissioner Soule, to approve the lateral firefighter hiring process. The motion carried as follows:**

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

[21-0195](#) Lateral Firefighter/Paramedic Hiring Process

Ms. Camus discussed the hiring process for the Lateral Firefighter/Paramedic, which is similar to the process for Lateral Firefighter but requires paramedic certification.

**Commissioner Callner moved, seconded by Commissioner Soule, to approve the lateral firefighter/paramedic hiring process. The motion carried as follows:**

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

**7. REPORTS**

Discussion occurred about recent civil disturbance and demonstrations.

**8. OTHER TOPICS - NONE**

**9. ADJOURNMENT**

The meeting adjourned at 8:55 a.m.