



**City of SeaTac Civil Service Commission**  
**Minutes of Meeting held on Monday, December 12, 2011**

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4800 South 188<sup>th</sup> Street  
SeaTac, WA 98188-8605

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**1. Call to Order**

The regularly scheduled meeting of the SeaTac Civil Service Commission for Fire Department Employees was called to order at 3:30 p.m. on Monday, December 12, 2011. The meeting was held at SeaTac City Hall in Room 128, located at 4800 South 188th Street, SeaTac, WA 98188.

**COMMISSIONERS PRESENT:** Commissioners Donna Thomas, Erin Sitterley and Sue Drebert

**STAFF PRESENT:** Assistant Chief Brian Wiwel, Stephanie Johnson and Alyne Hansen

**COUNCIL MEMBERS PRESENT:** Mayor Terry Anderson

**2. Public Comment**

None.

**3. Regular Business**

**a) APPROVAL OF MINUTES**

**Motion:** Commissioner Sitterley made a motion to approve the Minutes of the Civil Service Commission's November 14, 2011 meeting. Commissioner Thomas seconded the motion. Motion passed.

**b) REVIEW DRAFT OF FIRE CAPTAIN PROMOTIONAL EXAM**

- i. Ms. Johnson reported on the Fire Captain Promotional Exam draft announcement. The final draft to be presented at the January 9, 2012 commission meeting, with hopes of posting approved announcement on Tuesday, January 10, 2012. The posting would last for a minimum of 90 days, ending April 13, 2012.
- ii. Ms. Johnson contacted examiners Ron Hiraki and Terry Kerwood to reserve test dates of May 14 - 18, 2012. She stated the SeaTac Fire Department recommends keeping the proposed written test date of May 7, 2012.
- iii. Ms. Johnson stated she will purchase the required text books for all eligible candidates (potentially 30) this coming week, so the books will be available by Tuesday, January 10, 2012.

- iv. A/Chief Wiwel suggested the study material available be changed. He recommended the following changes to the study materials:
- Replace SeaTac Fire Department Standard Operating Guidelines with SeaTac Fire Department Policies – this reflects the current rewriting and reformatting done by SeaTac Fire Department.
  - Remove WAC portion, as the new SeaTac Fire Department Policies incorporates the WACs.
  - Remove Fire Fighting Strategies & Tactics as it conflicts with Blue Card training the department just received.

He reported firefighters will only be tested on those portions of the SeaTac Fire Department Policies, distributed as test materials.

**Motion:** Commissioner Sitterley made a motion to accept A/C Wiwel's recommendation for study materials for the Fire Captain's exam process. Commissioner Drebert seconded the motion. Motion passed.

- v. Ms. Johnson reviewed the exam locations with the Commission. She will determine the required orientation date sometime between April 16 and May 4, 2012.
- vi. Ms. Johnson reported we will again be contracting with Donnoe & Associates to write multiple test questions based on the study materials. Then SeaTac Fire Department selects which questions become part of the exam process.
- vii. Ms. Johnson discussed a combined passing score of 70%, rather than the current requirement that each portion of the exam have a passing score of 70%. A/C Wiwel recommended either 70% overall, or 70% for written & 70% for all other combined elements.

**Motion:** Commissioner Sitterley made a motion to have a 70% passing score on the written and a 70% passing score on the combination of the remaining elements – tactical, assessment center, behavioral. Commissioner Drebert seconded. Motion passed.

- viii. Ms. Johnson reported each component on the draft announcement is weighted at 25%. A/C Wiwel will discuss this with Kent Fire Department, so it mirrors the Battalion Chief exam. Ms. Johnson will confirm this information for next month's commission meeting, so weighting can be completed for the January 10, 2012 final announcement.

**c) OTHER ITEMS FROM COMMISSION MEMBERS**

- i. Commission Sitterley will present the Civil Service Commission's annual report at the SeaTac City Council Meeting on December 13, 2011.
- ii. Ms. Johnson scheduled the 2012 Commission meetings for the second Monday of each month. There is one conflict, Monday, November 12, which is the observed Veterans' Day holiday for the City of SeaTac. The November 2012 meeting will be moved to Tuesday, November 13 at the same time and location.
- iii. Ms. Johnson reported a new chairman for the commission will need to be selected at the January 2012 meeting.

**4. Next Meeting**

The next regularly scheduled meeting will be held on Monday, January 9, 2012 at 3:30 p.m. at SeaTac City Hall, Conference Room 128.

**5. Adjournment**

The Meeting adjourned at 4:34p.m. These minutes are excerpts of the Civil Service Commission Meeting. No audio recording of the meeting was made.

Prepared by:

Alyne R. Hansen

Assistant Chief Examiner for the Civil Service Commission

***APPROVED on January 9, 2012***