



City of SeaTac Civil Service Commission Minutes of Meeting held on Monday, January 9, 2012

4800 South 188th Street
SeaTac, WA 98188-8605

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Mayor
Tony Anderson

Deputy Mayor
Mia Gregerson

Councilmembers
Barry Ladenburg
Rick Forschler
Terry Anderson
Dave Bush
Pam Fernald

City Manager
Todd Cutts

City Attorney
Mary Mirante Bartolo

City Clerk
Kristina Gregg

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, January 9, 2012. 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

2. Public Comment

None.

3. Regular Business

a) APPROVAL OF MINUTES

A/C Wiwel requested section 3.b.iv be amended as follows:

He reported firefighters will only be tested on those portions of the SeaTac Fire Department Policies, ~~which are established by January 10, 2012, when the study materials become available.~~ which are distributed as test materials.

Motion: Commissioner Sitterley made a motion to approve the Minutes of the Civil Service Commission's December 9, 2011 meeting, as amended. Commissioner Drebert seconded the motion. Motion passed.

b) REVIEW FINAL DRAFT OF FIRE CAPTAIN PROMOTIONAL EXAM ANNOUNCEMENT

- i. Ms. Johnson reported she may have to postpone the announcement to Friday, January 13, 2012, as all required books are not yet available. She will ensure all test materials will be available by that date.
- ii. Commissioner Thomas suggested that when testing is completed, all study materials and books be returned by a specific date.
- iii. Ms. Johnson reviewed final draft, as follows:
 - April 23, 2012 - Required Orientation

- May 7, 2012 – Written Test (weighted 100%) - passing score 70%
- May 4-18, 2012 - Tactical Test (weighted 25%), Assessment Center Test (weighted 30%) & Behavioral Based Test (weighted 45%) – combined passing score of 70%
- May 23, 2012 – Test Review/Protest Process
- May 23-25, 2012 - Protest Period

After some discussion on format, it was decided to divide the one paragraph in the TEST SCORE section into several smaller paragraphs for better readability.

Motion: Commissioner Sitterley made a motion to approve the final draft with the above changes. Commissioner Thomas seconded the motion. Motion passed.

c) 2012 CHAIR ELECTION

Motion: Commissioner Sitterley made a motion to name Commissioner Thomas as Chair. Commissioner Drebert seconded the motion. Motion passed.

d) OTHER ITEMS FROM COMMISSION MEMBERS

None.

4. Next Meeting

The next regularly scheduled meeting will be held on Monday, February 13, 2012 at 3:30 p.m. at SeaTac City Hall, Conference Room 128.

5. Adjournment

The Meeting adjourned at 4:27p.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 February 13, 2012