



City of SeaTac Civil Service Commission Minutes of Meeting held on Monday, June 11, 2012

4800 South 188th Street
SeaTac, WA 98188-8605

City Hall: 206.973.4800
Fax: 206.973.4809
TDD: 206.973.4808

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, June 11, 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 and Sue Drebert

STAFF PRESENT: Assistant Chief Brian Wiwel, Senior City Attorney Mark Johnsen, Mary Ann Cromwell, Stephanie Johnson and Alyne Hansen

2. Public Comment

None.

3. Regular Business

a) APPROVAL OF MINUTES

i. Approval of Minutes of Regular Meeting on April 9, 2012

Commissioner Thomas requested section 3.b.i be amended as follows:

- Scheduling this many candidates has become a challenge, but are working to fit within the reserved assessment week – discussion for future assessments...use the written to screen and cut off at a certain number of candidates?

Amendment to add: ...number of candidates **going forward?**

Motion: Commissioner Drebert made a motion to approve the Minutes of the Civil Service Commission's April 9, 2012 meeting as amended. Commissioner Thomas seconded the motion. Motion passed.

ii. Approval of Minutes of Special Meeting on April 30, 2012

Motion: Commissioner Drebert made a motion to approve the Minutes of the Civil Service Commission's April 30, 2012 meeting. Commissioner Thomas seconded the motion. Motion passed.

Mayor
Tony Anderson

Deputy Mayor
Mia Gregerson

Councilmembers
Barry Ladenburg
Rick Forschler
Terry Anderson
Dave Bush
Pam Fernald

City Manager
Todd Cutts

Assistant City Manager
Gwen Voelpel

City Attorney
Mary Mirante Bartolo

City Clerk
Kristina Gregg

b) FIRE CAPTAIN PROMOTIONAL EXAMINATION

- i. Ms. Johnson reported the exam week was very busy, with ten candidates going through the exam process. Mary Ann Cromwell, Tina Collins and Bart Perman assisted with the Behavioral exam process.

On Monday and Tuesday, the 10 candidates completed the behavioral/written and oral elements and the tactical, with candidates switching between the three elements on the two days.

On Wednesday, the candidates completed the assessment center element at City Hall.

On Thursday, the assessors scored the behavioral/written portion of the exam.

Three candidates asked to review their exams on the test review date.

No protests were received.

Ms. Johnson gave the commissioners the list of 8 eligible candidates based on the exam results.

Motion: Commissioner Drebert made a motion to approve and certify the promotional list of 8 candidates. Commissioner Thomas seconded the motion. Motion passed.

- ii. The commissioners discussed the possibility of revising future exam processes. Changes will be discussed at future meetings.
- iii. Ms. Johnson reported she is in the process of collecting all the exam test materials from the candidates.

c) 2013 Budget Proposal

Ms Johnson distributed the Draft 2013 Civil Service Budget. She reviewed each item listed.

Ms. Johnson reported the most significant change is the New Request for a salaried position. This request was made by her supervisor in Human Resources, to reflect the amount of time she spends on Civil Service work, which takes away from her regular duties.

The Commissioners expressed some concern about this New Request item, and asked:

- Are these new additional hours to the City budget?

- Are these hours taken from the Human Resources budget?
- Does this new request constitute a new position, requiring a competitive process?

It was decided to invite the Finance Director, Human Resource Director to the July Civil Service meeting to discuss this new budgetary item.

4. **Next Meeting**

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

5. **Adjournment**

The Meeting adjourned at 4:55p.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 July 9, 2012