

## 1. Agenda With Attachments

Documents:

AGENDA.PDF  
ATTACHMENT A.PDF  
ATTACHMENT B.PDF  
ATTACHMENT C.PDF  
ATTACHMENT D.PDF  
ATTACHMENT E.PDF  
ATTACHMENT F.PDF  
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ATTACHMENT J.PDF



**CITY OF ARLINGTON  
CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**Monday January 22, 2018 at 9:00 A.M.  
City Council Library, 110 E. 3<sup>rd</sup> St.**

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**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF THE AGENDA**

**VISITORS**

Anyone wishing to speak on any matter not appearing on the agenda may do so at this time. The amount of time available to each speaker and the number of speakers is limited. Public comment on agenda items will be taken when the item is considered.

**CONSENT AGENDA**

1. Meeting Minutes: January 2, 2018 regular meeting **ATTACHMENT A**

**NEW BUSINESS**

1. Fire Department Report
- a. Personnel actions
  - b. Recruitment
  - c. Results of Fire Captain Promotional Examination **ATTACHMENT B**
  - d. Certify Fire Captain Promotional List **ATTACHMENT C**
  - e. Status update of Executive Analyst – Fire candidate list interviews
  - f. Certify Executive Analyst – Fire candidate list **ATTACHMENT D**
  - g. Entry Level Firefighter/EMT Eligibility List requested removals **ATTACHMENT E**
  - h. Certify Entry Level Firefighter/EMT Eligibility List **ATTACHMENT F**
2. Police Department Report
- a. Personnel actions
  - b. Recruitment
  - c. Status update of Lateral Police Officer candidate list interviews
  - d. Certify Lateral Police Officer candidate List **ATTACHMENT G**
  - e. Status update of Entry Level Officer candidate list interviews
  - f. Certify Entry Level Officer candidates List **ATTACHMENT H**
  - g. Results of Police Sergeant Promotional Examination **ATTACHMENT I**
  - h. Certify Police Sergeant promotional eligibility list **ATTACHMENT J**

**CONTINUED BUSINESS**

**ADJOURNMENT**

**Next meeting: Monday, February 5, 2018 at 9:00 a.m.**



**CITY OF ARLINGTON  
CIVIL SERVICE COMMISSION  
MEETING MINUTES**

**Tuesday, January 2, 2018  
City Council Library  
110 E. 3<sup>rd</sup> St.**

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**Commissioners Present:** Thad Hovis and Kay Duskin. Steve Peterson has an excused absence.

**Staff present:** Dave Kraski, Jonathan Ventura, and James Trefry

Commissioner Duskin called the meeting to order at 3:33 P.M.

**Visitors**

None present.

**Approval of the Agenda**

Commissioner Hovis moved to approve the agenda. Commissioner Duskin seconded the motion, which was carried.

**Consent Agenda**

Commissioner Hovis moved to approve the Consent Agenda consisting of the minutes of the December 8, 2017 regular meeting. Commissioner Duskin seconded the motion which was carried.

**New Business**

**Fire Department Report**

Acting Chief Kraski and Chief Examiner Trefry reported that the oral boards for the Executive Analyst had occurred, and after the list is certified, Acting Chief Kraski will interview the top five candidates. Commissioner Hovis moved to certify the Executive Analyst candidate list. Commissioner Duskin seconded the motion, which was carried.

Fire Captain's promotional eligibility list testing is scheduled for January 12, 2018.

**Police Department Report**

Chief Ventura reviewed the status of the Lateral Police Officer Candidate list and asked the Commission to remove Michael McQuoid from the Lateral Police Officer candidate list, as he was hired. Commissioner Hovis moved to remove Michael McQuoid from the Lateral Police Officer candidate list. Commissioner Duskin seconded the motion, which was carried.

Commissioner Hovis moved to certify the Lateral Police Officer candidate list. Commissioner Duskin seconded. The motion carried.

Chief Examiner James Trefry reviewed a scrivener's error involving entry level candidate Elias Williams from the October 2, 2017 Entry Level Police Officer list and requested that he be added on to the certified list today. Commissioner Hovis moved to add Elias Williams to the Entry Level Police Officer candidate list. Commissioner Duskin seconded. The motion carried.

Chief Ventura and Examiner Trefry reviewed the requested removal of candidates Alex Arvan (accepted job with Edmonds), Tyler Dalton (accepted offer with the Washington State Patrol) and Theron Moss (accepted offer with the Boeing Company) from the Lateral Police Officer Eligibility list. Commissioner Hovis moved to remove Alex Arvan, Tyler Dalton and Theron Moss from the Entry Level Police Officer eligibility candidate list. Commissioner Duskin seconded. The motion carried.

Commissioner Hovis moved to certify the Lateral Police Officer eligibility candidate list. Commissioner Duskin seconded. The motion carried.

Chief Examiner Trefry indicated that the promotional examination (Assessment Center) for the Police Sergeant promotional eligibility list will occur on January 11, 2018.

Additional business: Commissioner Duskin provided an update on Commissioner Peterson's status. His condition is stable, but not improving as much as was hoped for at this point.

**Adjourn**

There being no other business to be conducted, the meeting was adjourned at 4:07 P.M.

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Kay Duskin  
Civil Service Commission Chair

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James Trefry  
Chief Examiner/Secretary

## Captain's Promotional Test Results

12-Jan-18

		<u>Written</u>			<u>Tactical</u>		<u>Oral Resume</u>				TOTAL	<u>Rank</u>
	<i>WEIGHT</i>			<b>33%</b>			<b>33%</b>			<b>33%</b>		
Koontz		71	88.75%	29.29%	49/80	61.25%	20.21%	67/80	83.75%	27.64%	77.14%	2
Abrahamson		79	98.75%	32.59%	33/80	41.25%	13.61%	64/80	80.00%	26.40%	72.60%	4
Beam		65	81.25%	26.81%	55/80	68.75%	22.69%	62.5/80	78.13%	25.78%	75.28%	3
Brisson		80	100.00%	33.00%	62/80	77.50%	25.58%	70/80	87.50%	28.88%	87.45%	1

## Captain's Promotional List

Score

1	Brisson		87.45		
2	Koontz		77.14		
3	Beam		75.28		
4	Abrahamson		72.60		

**City of Arlington**  
**Civil Service Commission**  
**Executive Analyst-Fire Eligibility List**  
**January 22, 2018**

<b>Applicant Name</b>	<b>Rating</b>	<b>Date on List</b>	<b>Expiration Date</b>	<b>Status</b>
Good, Julie	82.66	01/02/2018	01/02/2019	Chief's done
Freeman, Nicol	81	01/02/2018	01/02/2019	Chief's done
Composano, Karen	79.33	01/02/2018	01/02/2019	Chief's done
Soule, Jamie	78	01/02/2018	01/02/2019	Chief's done
Ramey, Theresa	74.33	01/02/2018	01/02/2019	Chief's done
L'Engle, Melissa	70.33*	01/02/2018	01/02/2019	
Knutsen, Darcy	70.33*	01/02/2018	01/02/2019	

\*Candidate scoring resulted in a tie



January 22, 2018

Requested removals from Firefighter/EMT candidate list

1. Sam Johnston: hired
2. John Will Harper: hired
3. Craig Monson: hired
4. Sean Halpin: hired by Mukilteo
5. Anthony Zanin: hired by Ferndale
6. Nick Ames: hired by Bothell
7. Darrell Oswald: hired by Mukilteo

**CITY OF ARLINGTON**  
**CIVIL SERVICE COMMISSION**  
**ENTRY LEVEL FIREFIGHTER/EMT ELIGIBILITY LIST**  
**January 22, 2018**

<b>APPLICANT NAME</b>	<b>RATING</b>	<b>DATE ON LIST</b>	<b>EXP. DATE</b>	<b>STATUS</b>
Joseph Wakefield	103.440	02/06/2017	02/06/2018	
Adam VonMelville	87.14	02/06/2017	02/06/2018	
Daniele Rivera	82.52	02/06/2017	02/06/2018	
Cody Bowen	81.95	02/06/2017	02/06/2018	
Abraham Meyer	79.48	02/06/2017	02/06/2018	
Ryan Roy	77.47	02/06/2017	02/06/2018	
Jim Bansbach	76.7	02/06/2017	02/06/2018	
Matthew Brown	75.08	02/06/2017	02/06/2018	
Steven Johnson	72.74	02/06/2017	02/06/2018	

**City of Arlington**  
**Civil Service Commission**  
**Lateral Police Officer Eligibility List – Continuous**  
**January 22, 2018**

<b>Applicant Name</b>	<b>Rating</b>	<b>Date on List</b>	<b>Expiration Date</b>	<b>Status</b>
Harris, Darin	91.96	03/06/2017	03/06/2018	Chief's done
Ramirez, Carl	86.40	03/06/2017	03/06/2018	Chief's done
Allen, Jeffrey	85.80	07/10/2017	07/10/2018	Orals done
Shimp, Rob	81.84	07/10/2017	07/10/2018	Chief's done
McKenna, David	77.83	12/08/2017	12/08/2018	Conditional Offer
Biley, Ronald	64.83	10/02/2017	10/02/2018	Orals done

January 22, 2018

## City of Arlington

### Civil Service Commission

#### Entry Level Police Officer Eligibility List – Continuous

Applicant	Rating	Date on List	Expiration Date	Status
Burck, Joshua	95.03	10/02/2017	10/02/2018	Chief's done
Erik Branham	86.18	11/06/2017	11/06/2018	Chief's done
Tang, Peter	81.17	08/07/2017	08/07/2018	
Waite, Matthew	80.86	08/07/2017	08/07/2018	
Williams, Elias	77.92	01/02/2018	01/02/2018	Chief's done
O'Neill, Sean	79.83	03/06/2017	03/06/2018	
Luft, Andrew	79.66	08/07/2017	08/07/2018	
Chandler, Matthew	79.32	03/06/2017	03/06/2018	
Frazier, Michael	77.40	08/07/2017	08/07/2018	
Freedman, Chris	77.37	10/02/2017	10/02/2018	
Decker, Anna	77.01	08/07/2017	08/07/2018	
Hiatt, Austin	76.58	03/06/2017	03/06/2018	
Wheeler, Chandler	76.01	08/07/2017	08/07/2018	
Faung, Andrew	75.54	08/07/2017	08/07/2018	
Bailey, Andrew	74.42	03/06/2017	03/06/2018	
Rediger, Brett	74.01	08/07/2017	08/07/2018	
Rangel, Carly	73.02	10/02/2017	10/02/2017	
Larson, Cameron	72.54	10/02/2017	10/02/2017	
Bigler, Austin	71.68	10/02/2017	10/02/2017	
Horn, Joshua	69.08	08/07/2017	08/07/2018	

**Arlington Police Department  
Sergeant Assessment Center; January 2018**

<b>Exercise #1 - In Basket with Oral Presentation</b>				
<b>Dimensions</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Oral Communication</b>	4.00	3.00		4.50
<b>Written Communication</b>				
<b>Interpersonal Insight</b>				
<b>Problem Analysis</b>	3.75	2.75		4.30
<b>Judgment</b>	3.85	2.51		4.50
<b>Decisiveness</b>	4.50	3.00		4.90
<b>Plannning &amp; Organization</b>				
<b>Delegation &amp; Control</b>				
Discussion Score Only	16.10	11.26	0.00	18.20

**14 POINTS IS Minimally Qualified**

## Exercise #2 - Structured Interview w/Oral Presentation

Dimensions	A	B	C	D
Oral Communication	3.70	4.00		4.00
Written Communication				
Interpersonal Insight	4.30	3.30		4.60
Problem Analysis				
Judgment	3.50	3.00		4.00
Decisiveness				
Planning & Organizing	4.30	4.70		3.70
Delegation & Control				
Discussion Score Only	15.80	15.00		16.30

**14 POINTS IS Minimally Qualified**

### Exercise #3- Employee Meeting with Written Memo

Dimensions	A	B	C	D
Oral Communication				
Written Communication	3.50	4.50		4.00
Interpersonal Insight	4.25	3.20		3.70
Problem Analysis	4.00	3.10		3.85
Judgment				
Decisiveness				
Plannning & Organizing				
Delegation & Control	3.50	3.50		3.90
Discussion Score Only	15.25	14.30		15.45

**14 POINTS IS Minimally Qualified**

### Exercise #4 -Critical Thinking- Demands for Service

Dimensions	A	B	C	D
Oral Communication				
Written Communication				
Interpersonal Insight				
Problem Analysis				
Judgment	3.30	3.70		4.50
Decisiveness	3.30	3.90		4.50
Plannning & Organizing	3.40	3.80		4.00
Delegation & Control	3.30	4.00		4.00
Discussion Score Only	13.30	15.40		17.00

**14 POINTS IS Minimally Qualified**



## Candidate's Raw Scores

<b>Dimensions</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Oral Communication</b>	3.85	3.50		4.25
<b>Written Communication</b>	3.50	4.50		4.00
<b>Interpersonal Insight</b>	4.28	3.25		4.15
<b>Problem Analysis</b>	3.88	2.93		4.08
<b>Judgment</b>	3.55	3.07		4.33
<b>Decisiveness</b>	3.90	3.45		4.70
<b>Planning &amp; Organizing</b>	3.85	4.25		3.85
<b>Delegation &amp; Control</b>	3.40	3.75		3.95
<b>Total Raw Score</b>	30.20	28.70		33.31

## Candidate's Weighted Scores (raw x weight)

Dimensions	Weight	A	B	C	D	70% Level for comparison
Oral Communication	1.17	4.50	4.10		4.97	4.10
Written Communication	1.22	4.27	5.49		4.88	4.27
Interpersonal Insight	1.44	6.16	4.68		5.98	5.04
Problem Analysis	1.21	4.69	3.54		4.93	4.24
Judgment	1.48	5.25	4.54		6.41	5.18
Decisiveness	1.38	5.38	4.76		6.49	4.83
Planning & Organizing	1.00	3.85	4.25		3.85	3.50
Delegation & Control	1.43	4.86	5.36		5.65	5.01
<b>Total Score</b>		38.97	36.72		43.16	36.16

RankList

<b>Candidate's Score</b>					<b>Possible Points 51.65</b>	
<b>Rank</b>	<b>Sergeant Candidate</b>			<b>Score</b>	<b>Percentage</b>	
<b>1</b>	Seth Kinney			43.16	83.56%	
<b>2</b>	Stephanie Ambrose			38.97	75.45%	
<b>3</b>	Michael Sargent			36.72	71.09%	