



RFA CIVIL SERVICE COMMISSION REGULAR MEETING AGENDA Amended

4:00 P.M. – July 17, 2024, Station 13 or Virtually via Zoom

View Live via Facebook: <http://www.Facebook.com/RentonRFA>

- Call Regular Meeting to Order
- Review and Approval of Minutes
 - June 18, 2024, regular meeting minutes*
- Public Comment

Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person.
- Unfinished Business
- New Business
 - Appointment of Vennessa Medford as Chief Civil Service Examiner and Secretary*
 - Retirement of Ray Barilleaux as Commissioner effective June 30, 2024**
 - Appointment of Vice Chair*
 - Approval of BC/SO Exam Announcement for October 3, 2024*
 - Request to change meeting start times to 3:00 pm for future meetings*
- Other Business
 - Next Regular meeting is August 20, 2024**
- Executive Session
 - None
- Adjournment

*Requires Commission Action

**Informational Only

Commission Members:

Jim Matthew, Chair
Vacant, Vice Chair
Sanjeev Yonzon



Renton Regional Fire Authority
18002 108th Ave SE
Renton, WA 98055
Office: (425) 276-9500

MINUTES

Civil Service Commission Special Meeting

4:00 P.M. – Tuesday, June 18, 2024

Conference Room A and Via Zoom Virtually (hybrid)

CALL TO ORDER

Chair Jim Matthew called the Regular Meeting to order at 4:00 p.m.

ATTENDANCE

Commissioners Present:

Jim Matthew, Chair

Ray Barilleaux, Vice Chair

Sanjeev Yonzon

Commissioners Absent:

Fire Staff:

Chief Heitman

Venessa Medford, Senior HR Generalist

Guests:

None

APPROVAL OF MINUTES

Motion to approve the regular meeting minutes from the April 30, 2024, Civil Service meeting made by Sanjeev Yonzon. Seconded by Ray Barilleaux. All members voted yes. Motion Carried.

MOTION TO AMEND THE AGENDA

PUBLIC COMMENT

None

UNFINISHED BUSINESS

- None

NEW BUSINESS

- Staff introduced Senior HR Generalist to the Commission. Vennessa Medford gave the Commission a brief oral work history.
- Ray Barilleaux made a motion to approve the BC/SO Promotional List as presented. Sanjeev Yonzon seconded the nomination. All members voted yes. Motion Carried.
- Sanjeev Yonzon made a motion to approve the Captain Promotional List as presented. Ray Barilleaux seconded the nomination. All members voted yes. Motion Carried.

OTHER BUSINESS/COMMENTS

- The next regular meeting is scheduled for July 16, 2024, at 4:00 p.m.
- Advised of three retirements.

EXECUTIVE SESSION

- None

ADJOURNMENT

The meeting adjourned at 4:12 p.m. Moved by Ray Barilleaux. Seconded by Sanjeev Yonzon. All members voted Yes. Motion Carried.

Samantha Babich Date
Civil Service Secretary/Chief Examiner, Pro Tem



FIRE BATTALION CHIEF/SAFETY OFFICER PROMOTIONAL EXAM

TO:	Renton Regional Fire Authority CAPTAINS
FROM:	Samantha Babich, Civil Service Secretary/Chief Examiner – Pro Tem
DATE:	June 17, 2024
SUBJECT:	Promotional Examination to Establish Eligibility List for: BATTALION CHIEF/SAFETY OFFICER
NATURE OF WORK	Oversee a battalion in the Renton Regional Fire Authority. Work involves responding to and dealing with man-made and natural disasters that pose a threat to public safety. Responsibilities include direct and indirect reports and performance management of staff (promote, coach, mentor, and discipline). In addition, budget preparation and control, project management, program planning, goal setting, establishment of performance measures and policy development, updates, interpretation, and administration.
ELIGIBILITY REQUIREMENTS	<p>Eligibility requirements include all the following:</p> <ul style="list-style-type: none"> • The Fire Battalion Chief/Safety Officer promotional examination is open to Fire Captains of the Renton Regional Fire Authority who have at least one year of experience post probation in the rank of Captain, as of exam date. • Employees hired on or after January 1, 1997, are required to have a BA/BS degree, in addition to a two-year degree with fire emphasis to qualify for the promotional exam. • Valid driver's license. • Must be a citizen of the United States or a lawful permanent resident and able to read and write the English language as specified in RCW 41.08.070. • Graduation from a standard high school, vocational school or equivalent. • Incident Command System (ICS) 400 within one year of promotion. • Safety Officer Certification. • HazMat Incident Command Certification. • Blue Card Certification or SKCFTC ICS Certification. • Completed Acting Battalion Chief Task Book by application deadline.
EXAMINATION PROCESS	<p>The Assessment Center will be held on October 3, 2024. The Assessment Center will be worth 100% of the candidates' final score. The Assessment Center will consist of the following four (4) equally weighted parts:</p> <ul style="list-style-type: none"> • <u>Tactical Exam (25%)</u> - the Incident Management Simulation. All candidates must successfully pass this element with a score of 70% or greater. • <u>Management Exercise (25%)</u> - a scenario-based exercise based on a personnel, citizen, or other management issue. • <u>Oral Resume (25%)</u> - candidates will provide a presentation outlining their work-related accomplishments. • <u>Oral/Written Presentation (25%)</u> - consists of an oral presentation of your assigned subject and follow-up questions before a panel. <p>The combined overall score for the Management Exercise, Oral Resume, and Oral Presentation will require a minimum score of 70% or greater. Candidates will be ranked on a two-year eligibility list according to their total earned score, plus seniority, education, and certification points.</p>

<p>RESOURCE MATERIALS</p>	<p>The candidate should be familiar with the following resources:</p> <ul style="list-style-type: none"> • Book 1 - ICS Model Procedures Guide, 2008 Edition – NIMS Consortium (Sections 1,2, & 5) ISBN-13: 978-087939052 • Department 1000-6000 Policies, RFA Approved SOP's in SharePoint • Washington State Safety Standard for Firefighters (WAC 296-305-05000 and 296-306-05002) • Incident Safety Officer, Revised 3rd Edition – Dodson ISBN: 978-1-284-21655-4 • SKCFTC Command Procedures for Structure Fires (Vector/File Center/Incident Command Resources) • Zone 3 Procedures-High Rise Ops (Vector/File Center/King County Resources/Zone 3 Resources) • King County Multiple Casualty Incident Plan (Vector/File Center/EMS Resources) • Zone 3 EMS Exposure Guidelines (Vector/File Center/EMS Resources) • SKCFTC JATC Administrative Guide (Vector/File Center/Professional Development/JATC Resources) • Zone 3 Elevator Policy (Vector/File Center/King County Resources/Zone 3 Resources) • Zone 3 BC Coordinator Procedures (Vector/File Center/King County Resources/Zone 3 Resources) • KC Model Procedure Section 16 – Mayday (Vector/File Center/King County Resources/King County Model Procedures/16-Mayday) • Zone 3 Policy and Procedure for Scenes of Violence (Vector/File Center/EMS Resources) • Zone 3 Technical Rescue Response Plan (Vector/File Center/Special Operations) • Zone 3 Aircraft Incident Procedures (Vector/File Center/King County Resources/Zone 3 Resources) • Storm Procedures (Vector/File Center/King County Resources/Zone 3 Resources) • <u>Current</u> Renton Regional Fire Authority Vision, Mission, and Values • Agreement By and Between Renton Regional Fire Authority and Renton Firefighters Local 864 (2023 - 2025), with applicable Memorandums of Understanding (MOU's) • Agreement By and Between Renton Regional Fire Authority and Renton Firefighters Local 864 Battalion Chiefs (2023 - 2025), with applicable Memorandums of Understanding (MOU's) • FRL Response for Renton RFA
<p>APPLICATION PROCEDURE</p>	<p>Eligible Fire Captains who intend to participate in this promotional examination must <u>submit their application online</u>. Candidates must meet all eligibility requirements as of the test date.</p> <p>Visit the following website, click + New (2024) to apply online:</p> <p style="text-align: center;">BC/SO Promotional Process (sharepoint.com)</p> <p>The deadline to submit your online application is:</p> <p style="text-align: center;"><u>July 31, 2024, at 11:59 pm</u></p> <p style="text-align: center;"><i>Candidates will receive an e-mail receipt of delivery</i></p>
<p>CANDIDATE ORIENTATION</p>	<p>Candidates are invited to participate in a Candidate Orientation scheduled for July 22, 2024. Important information will be available including the scoring criteria for the assessment center.</p>

DATE	SUMMARY OF ACTIVITY
July 17, 2024	Official promotional testing announcement and resource materials.
July 22, 2024	Candidate information and orientation session for interested candidates at SKCFTC Auditorium, 1100-1300.
July 31, 2024	Deadline to submit online application. Applications must be received <u>by 11:59 p.m.</u>
October 3, 2024	Assessment Center (SKCFTC)
October 22, 2024	Eligibility list presented to Civil Service Commission for certification. (Note: Special meeting will be required)
October 29, 2024	Debrief, Station 13 Conference Room A, 9:00 a.m.