



# RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE COMMISSION

## REGULAR MEETING AGENDA

### MEETING DATE

November 18, 2025

### MEETING TIME

4:00 PM

### MEETING LOCATION

Fire Station 13

### COMMISSIONERS IN ATTENDANCE

Jim Matthew, Chair; Sanjeev Yonzon, Vice Chair; William Flora

## CALL REGULAR MEETING TO ORDER

### REVIEW AND APPROVAL OF REGULAR MINUTES

October 21, 2025, 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

- Examination Report – Engineer Promotions\*\*
- Engineer Eligibility List\*\*

### OTHER BUSINESS

- Welcome to New Commissioner William Flora\*\*
- Next Regular Meeting is December 16, 2025\*\*

## AJOURNMENT

### Commission Members:

Jim Matthew, Chair  
Sanjeev Yonzon, Vice Chair  
William Flora

\*Requires Commission Action \*\*Informational Only





## Renton Regional Fire Authority

18002 108<sup>th</sup> Ave SE

Renton, WA 98055

Office: (425) 276-9500

### MINUTES

#### Civil Service Commission Regular Meeting

4:00 P.M. – Tuesday October 21, 2025

Conference Room A and Via Zoom Virtually (hybrid)

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### CALL TO ORDER

Chair Jim Matthew called the Regular Meeting to order at 4:18 p.m.

### ATTENDANCE

#### Commissioners Present:

Jim Matthew, Chair

Sanjeev Yonzon, Vice Chair

#### Commissioners Absent:

#### Fire Staff:

Chief Heitman

#### Guests:

Bill Flora

Sojin Thompson

### APPROVAL OF MINUTES

Motion to approve the regular meeting minutes from July 15, 2025, Civil Service meeting made by Vice Chair Sanjeev Yonzon and seconded by Chair Jim Matthew. All members voted yes. Motion carried.

### PUBLIC COMMENT

None

### UNFINISHED BUSINESS

None

## NEW BUSINESS

- Vice Chair Yonzon made a motion to approve the Appointment of Samantha Babich as Chief Civil Service Examiner, pro tem. Chair Matthew seconded the motion. All members voted yes. Motion Carried.
- Review of Examination Reports:
  - Entry Level Firefighter
  - Lieutenant Promotion
  - Captain Promotion
  - Deputy Fire Marshal I, II, or III (Inspector/Investigator).
- Review of Eligibility Lists:
  - Entry Level Firefighter
  - Lieutenant
  - Captain
  - Deputy Fire Marshal I, II, or III (Inspector/Investigator)

**OTHER BUSINESS/COMMENTS**

- Introductions of CS Commissioner candidates: Bill Flora, Sojin Thompson.
- Format for streaming Civil Service Meetings: Recommendation to use Zoom as the primary format, then to post the Zoom link to Facebook. Vice Chair Yonzon made a motion to approve the updated streaming format for Civil Service Meetings. Chair Matthew seconded the motion. All members voted yes. Motion Carried.
- The next regular meeting is scheduled for November 18, 2025, at 4:00 p.m.

## EXECUTIVE SESSION

- None

## **ADJOURNMENT**

The meeting adjourned at 4:27 p.m. Moved by Chair Matthew and seconded by Vice Chair Yonzon. All members voted Yes. Motion carried.

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



# RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE COMMISSION

## EXAMINATION REPORT

POSITION	APPLICATION OPENED	APPLICATION CLOSED
Engineer	July 1, 2025	July 16, 2025
WRITTEN EXAM DATE	WRITTEN EXAMS TAKEN	WRITTEN EXAMS PASSED
September 10, 2025	7	7
ASSESSMENT CENTER DATE	ASSESSMENT CENTER TAKEN	ASSESSMENT CENTER PASSED
October 22, 2025	7	6
DATES FOR REVIEW	DATES FOR APPEAL	APPEALS RECEIVED
October 23-29, 2025	Oct. 30-Nov. 5, 2025	0
ELIGIBILITY LIST CERTIFIED	PRESENTED TO CIVIL SERVICE	ELIGIBILITY LIST
November 5, 2025	November 18, 2025	6

## EXAMINATION PROCESS

Eligible applicants indicated their intent to participate in the examination process by submitting a short online application to Human Resources. The overall examination process consisted of two exams: Written Exam (50%) and Assessment Center (50%).

The assessment center consisted of two equally weighted sections: Driving Exam (25%), Pumping Exercise (25%). Please see attached Promotional Exam Announcement for more information.

## MINIMUM QUALIFICATIONS REQUIRED

Please see attached Promotional Exam Announcement.

## ASSESSMENT COMPONENTS AND SCORING

The written exam was worth 50% of each candidate's final score. A minimum score of 70% was required in the written exam to proceed to the Assessment Center. The written exam was written by Donnoe & Associates and proctored by Vennifer Medford and Kirsten Anderson. It consisted of 100 questions created based on the resources listed on the Promotional Exam Announcement.

The Assessment Center was worth 50% of each candidate's final score. A minimum score of 70% was required in the Driving Exam and Pumping Exercise.

- **Driving Exam (25%)** – This exam consisted of safely navigating a pre-determined driving and cone course within the limits of the law to evaluate driving capabilities. There were two assessors for this component, Eng. Nick Taylor (SKF) and Eng. Meade Scarduzio (PSF).
- **Pumping Exercise (25%)** – This exercise consisted of a 20-minute practical evolution. There were two assessors for this test, Eng. Ian McInerney (PSF) and Eng. Joe Campbell (PSF).

The candidates combined overall score, including education, certification and seniority points were ranked on a two-year eligibility list.





# ENGINEER

## PROMOTIONAL EXAM

<b>TO:</b>	Renton Regional Fire Authority Firefighters
<b>FROM:</b>	Venessa Medford, Civil Service Secretary/Chief Examiner
<b>DATE:</b>	July 1, 2025
<b>SUBJECT:</b>	Promotional Examination to Establish an Eligibility List for: <b>ENGINEER</b>
<b>NATURE OF WORK</b>	Perform public safety work involving the protection of life and property by fighting fires, responding to emergency incidents, delivering emergency medical care, engaging in pre-fire inspections, participating in training, and taking part in community outreach events. Complete tasks according to established policies and procedures, and contribute through knowledge, skills, and good work habits. The Engineer's broad responsibilities are to include driving, operating the pump and/or aerial ladder, maintaining fire department apparatus and inventory/small equipment.
<b>ELIGIBILITY REQUIREMENTS</b>	Eligibility requirements include all of the following: <ul style="list-style-type: none"><li>• The Engineer promotional exam is open to Firefighters with three (3) consecutive years or more.</li><li>• Received journeyman firefighter certification from the Washington State Apprenticeship and Training Council (WSATC).</li><li>• Completed probation with Renton Regional Fire Authority.</li><li>• Must have Completed all portions of the SKCFTC Pumper Operators task book or equivalent</li><li>• Must have IFSAC Firefighter I &amp; II certification</li><li>• International Fire Service Accreditation Congress (IFSAC) Certification for Pumper Operator within the first year of promotion or as budget allows</li><li>• Current Emergency Medical Technician</li><li>• Valid Driver License.</li><li>• Must be a citizen of the United States of America, a lawful permanent resident, or a deferred action for childhood arrivals recipient. An applicant for a position of any kind under civil service under the provisions of the RCW 41.080.070 must be able to speak, read and write the English language.</li></ul>
<b>EXAMINATION PROCESS</b>	<p><b><u>WRITTEN EXAM:</u></b> A written examination will be held <b>September 10, 2025</b>.</p> <p><b><u>ASSESSMENT CENTER:</u></b> The Assessment Center will be held October 20-October 24, 2025. The Assessment Center will consist of the following two (2) phases:</p> <ul style="list-style-type: none"><li>• <b><u>Driving Exam</u></b> – a pre-determined driving course to evaluate driving capabilities.</li><li>• <b><u>Pumping Exercise</u></b> – evolutions that will be evaluated.</li></ul> <p>All scoring criteria will be available on September 8, 2025 during the Candidate Orientation session.</p> <p>Candidates will be ranked on a two-year eligibility list according to their total earned score, plus service, certification, and education points.</p>

<p><b>RESOURCE MATERIALS</b></p>	<p><i>The candidate should be familiar with the following resources:</i></p> <ul style="list-style-type: none"> <li>• <b>IFSTA Pumper Apparatus/Driver Operator Handbook 3<sup>rd</sup> Edition</b> <ul style="list-style-type: none"> <li>• Pages; 29-49, 83-123, 136-155, 167-181, 193-202, 210-220, 281-284, Chapter 9, Chapter 10, Chapter 12, 443-464, Chapter 14</li> </ul> </li> <li>• <b>Current Department Policies</b> <a href="#">Engineer Promotional Process (sharepoint.com)</a> (<a href="#">Engineer Exam Reference Page In SharePoint</a>)       <ul style="list-style-type: none"> <li>• 2006-2008, 2244</li> <li>• 4101-4102, 4107-4108, 4112-4113, 4126</li> <li>• 5101-5104, 5201-5202</li> <li>• 6001, 6003, 6102, 6205-6207</li> </ul> </li> <li>• <b>E- One Operator Manual</b> <a href="#">Engineer Promotional Process (sharepoint.com)</a> (<a href="#">Engineer Exam Reference Page In SharePoint</a>)       <ul style="list-style-type: none"> <li>• Main gauge panel- pages 21-24, items 1-42 only (132-135)</li> <li>• Diagnostic panel page 28 (139)</li> <li>• Engine-checking fluid levels pages 44-46 (155-157)</li> <li>• Tilting cab pages 46 &amp; 47 (157-158)</li> <li>• Engine fault codes page 50 &amp; 51 (161-162)</li> <li>• Diesel particulate filter regeneration pages 51-53 (162-164)</li> <li>• Brake system pages 59-61 (170-172)</li> <li>• Foam Pro 2002 Operations</li> <li>• Safety Page 3 (232)</li> <li>• “Quick Look” page 4 (233)</li> <li>• Operating instructions pages 24-27 (253-256)</li> </ul> </li> <li>• <b>Enforcer Chassis</b> <a href="#">Engineer Promotional Process (sharepoint.com)</a> (<a href="#">Engineer Exam Reference Page In SharePoint</a>)       <ul style="list-style-type: none"> <li>• 2-4 Electrocution Hazard from Overhead Power Lines (p. 2-8)</li> <li>• 2-5 High Pressure Hydraulic Fluid (p. 2-9)</li> <li>• 4-9 Vehicle Data Recorder (VDR) (p. 4-20)</li> <li>• 5-1 Pre-Trip Inspections (p. 5-1 – 5-7)</li> <li>• 5-1.6 Brake Testing (Index 8 – 5-9)</li> <li>• 5-4 Cab Tilt Operation (p. 5-11; only the WARNING and CAUTION box material)</li> <li>• 5-5.5—5-5.16 Battery Switch, Voltmeter, Circuit Breakers and Fuses, Hourmeter, Pyrometer, Speedometer and Odometer, Low Fuel Warning Light, Tachometer, Turn Signal Switch, Warning Lights, Hazard Flashers, Starter and Ignition Switches (p. 5-15 &amp; 5-16)</li> <li>• 5-12.1 –5-12.6 Cummins and PACCAR Regeneration (p. 5-22 – 5-26)</li> <li>• 5-14 Selective Catalytic Reduction (SCR) and DEF Operation (p. 5-32)</li> <li>• 5-29 Brakes (p. 5-53 &amp; 5-54)</li> <li>• 5-29.8 Auxiliary Front Wheel Lock (p. 5-56)</li> <li>• 5-30 Auxiliary Braking System (p. 5-57)</li> <li>• 5.30-1 Compression Brake (p. 5-57)</li> <li>• 5-33.2 Automatic Tire Chains (p. 5-61 – 5-62)</li> <li>• 6-5 Safety Restraints and Devices (6-5.1 Seat Belts) (p. 6-5)</li> <li>• 6-18.1 General Inspection and Service (p. 6-22, only the WARNING and CAUTION box material)</li> <li>• 6-18.7 Antifreeze Type (p. 6-23, only the CAUTION box material)</li> <li>• 6-20 Exhaust System (p. 6-25, only the WARNING box material)</li> <li>• 6-27.1 Fire Service Rated Tires (p. 6-41, only the WARNING box material)</li> <li>• 6-27.6 Tire Wear Inspection (p. 6-44)</li> <li>• 6-28.6 Rim and Wheel Inspection (p. 6-50)</li> <li>• 7-1.2 Daily Inspections (p. 7-2)</li> <li>• Appendix:           <ul style="list-style-type: none"> <li>• B-2 Washing the Vehicle (p. B-2)</li> <li>• B-2.1 Proper Washing Equipment and Methods</li> <li>• B-2.1a Soaps or Detergents</li> <li>• B-2.1c Washing Application</li> </ul> </li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>FRC Pressure Governor TGA300</b> <a href="#">Engineer Promotional Process (sharepoint.com)</a> (<b>Engineer Exam Reference Page In SharePoint</b>) <ul style="list-style-type: none"> <li>• LED Bar Graph (p. 5)</li> <li>• Figure 1 – Controls and Indicators Diagram (p. 9)</li> <li>• Operation, Controls (IND/DEC Buttons of TGA300 Only) (p.13)</li> <li>• Table 3. Fault Warning Codes (p. 14)</li> <li>• Pressure Mode Operation, RPM Mode Operation, Switching Between Operating Modes (p. 15-18)</li> </ul> </li> <li>• <b>Husky 12 Foam System Manual</b> <a href="#">Engineer Promotional Process (sharepoint.com)</a> (<b>Engineer Exam Reference Page In SharePoint</b>) <ul style="list-style-type: none"> <li>• 2-1.1 Foam Proportioner (p. 2-1)</li> <li>• 2-2.2 Foam Supply System (p. 2-5)</li> <li>• 2-2.2a Foam Concentrate Tank (p. 2-5)</li> <li>• 2-2.g Foam Check Valve (p. 2-9)</li> <li>• 2-2.4 Control Head &amp; Display (p. 2-12)</li> <li>• 3-1.1 Foam System Operation – Class A Foam – Using On-Board Foam Tank (p 3-1)</li> <li>• 3-4 Filling Foam Tank (p. 3-8)</li> <li>• 3-4.2 Pick-Up Hose Method (p. 3-9)</li> <li>• 3-5 Manual Mode (Manual Water Flow) (p. 3-10) [only the WARNING box]</li> </ul> </li> <li>• <b>Pierce Pumper Operation and Maintenance</b> <a href="#">Engineer Promotional Process (sharepoint.com)</a> (<b>Engineer Exam Reference Page In SharePoint</b>) <ul style="list-style-type: none"> <li>• Page 3-19</li> <li>• Page 3-20</li> <li>• Page 3-26</li> <li>• Page 3-27</li> <li>• Page 3-30</li> <li>• Page 3-36</li> </ul> </li> <li>• <b>Washington Administrative Code (WAC) 296-305-04505</b></li> <li>• <b>Friction Loss Chart per 100 (Vector/File Center/Engineer Resources/Friction Loss Per 100)</b></li> <li>• <b>Pump Pressure Sheets-100 Tips (Vector/File Center/Engineer Resources/Pump Academy/Pump Pressure Sheet-100 Tips)</b></li> </ul>
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APPLICATION PROCEDURE	<p>Eligible Firefighters who intend to participate in this promotional examination must <b>submit their application online</b>. <b>Candidates must meet all eligibility requirements by the time of the test date</b>.</p> <p>Visit the following website, click + New (2025) to apply online:</p> <p style="text-align: center;"><a href="#">Engineer Promotional Process (sharepoint.com)</a></p> <p>The deadline for submitting your online application is:</p> <p style="text-align: center;"><b><u>July 16, 2025 @ 11:59 p.m.</u></b></p> <p style="text-align: center;"><b><i>Candidates will receive an e-mail receipt of delivery</i></b></p>
CANDIDATE ORIENTATION	Candidates are invited to participate in a Candidate Orientation scheduled for <b>September 8, 2025</b> . Important information will be available, including the scoring criteria for the assessment center.

DATE	SUMMARY OF ACTIVITY
July 1, 2025	Official promotional testing announcement and resource materials.
July 16, 2025	Deadline to submit online application. Applications must be received <b>by 11:59 p.m.</b>
September 8, 2025	Candidate Orientation Location, SKCFTC Room 801; 0900-1100.

<b>September 10, 2025</b>	Written Examination
<b>October 20-24, 2025</b>	Assessment Center
<b>November 18, 2025</b>	Eligibility list presented to Civil Service Commission for certification.



## RENTON REGIONAL FIRE AUTHORITY CIVIL SERVICE COMMISSION

### ELIGIBILITY LIST CERTIFICATION

POSITION	CERTIFICATION DATE	CERTIFIED BY
Engineer	November 5, 2025	Samantha Babich Secretary-Chief Examiner, Pro Tem
DISTRIBUTED TO FIRE CHIEF	CIVIL SERVICE DATE	LIST VALID UNTIL
Steve Heitman	November 18, 2025	November 5, 2027

The following is a ranked list of internal candidates for the Engineer promotion, as established through a competitive examination process. Names are ranked according to the final score and valid until the date stated above.

RANK	BADGE NUMBER	NAME
1	349	Tommy Horning
2	307	David Braun
3	309	Kenneth Swinford
4	327	Lindsay Park
5	350	Kristian Ramos
6	351	Shawna Mailloux

