



**NOTICE OF SPECIAL MEETING  
GRANDVIEW CIVIL SERVICE COMMISSION**

You are hereby notified, pursuant to RCW 42.30.080, that the **GRANDVIEW CIVIL SERVICE COMMISSION** will conduct a Special Meeting on **FRIDAY, FEBRUARY 14, 2025 at 9:30 a.m.**, in the City Hall Council Chambers, 207 West Second Street, Grandview, Washington, with the following agenda:

**AGENDA**

- 1. CALL TO ORDER & ROLL CALL**
- 2. MINUTE APPROVAL – April 9, 2024 Special Meeting**
- 3. NEW BUSINESS**
  - A. Certify Fire Captain Eligibility List
- 4. ADJOURNMENT**

**CITY OF GRANDVIEW**

Anita G. Palacios, MMC, City Clerk

**NOTIFICATION:**

Grandview Civil Service Commission  
Mayor and Council  
Shane Fisher, City Administrator  
Pat Mason, Fire Chief  
News Media

**GRANDVIEW CIVIL SERVICE COMMISSION  
SPECIAL MEETING MINUTES  
APRIL 9, 2024**

**1. CALL TO ORDER & ROLL CALL**

Secretary/Chief Examiner Anita Palacios called the special meeting to order at 11:00 a.m.

The meeting was held in person and was also available via teleconference.

Present in person: Commissioners Darrel McCallum

Present via teleconference: Commissioner Andrea Arteaga

Absent: Commissioner John Garcia

Staff present: Secretary/Chief Examiner Anita Palacios

**2. MINUTE APPROVAL – MARCH 13, 2024 SPECIAL MEETING**

**On motion by Commissioner McCallum, second by Commissioner Arteaga, the Commission approved the minutes of the March 13, 2024 special meeting.**

**3. NEW BUSINESS**

**A. Certify Police Dispatcher Eligibility List**

Chief Examiner Palacios explained that currently, the City is advertising the position of Police Dispatcher as open until filled. The City has one (1) vacant Police Dispatcher position. As applications are received, the written test and oral board interview are being conducted with the applicants. To date, three (3) applicants have completed the testing process.

Examination Parts and Weights. The examination consisted of two segments--written test and oral board. Percentage weights were assigned to each segment of the examination. The segments were as follows:

Written Test. The maximum score for the written test was 100 points with a 50% weighted average factor. The examination consisted of reading comprehension, alphabetizing, spelling, grammar and mapping. Applicants must pass with a 70% or better test score. Three (3) applicants passed the written test.

Oral Board. The maximum score for the oral board was 100 points with a 50% weighted average factor. This segment consisted of 10 questions with the applicant being rated on appearance, manner, speech, comprehension, ability to express qualifications, and general impression. Applicants must pass with a 70% or better score. Two (2) applicants passed the oral board.

Application of Veteran Credit: The applicants were not eligible for veteran credit.

Eligibility List: Following was the eligibility list:

Applicant Name	Written Score %	Oral Score %	Sub-Total %	10% Veteran Credit	Total Score %	Rank
Reyna Moreno	70	82.7	76.3	-0-	76.3	1
Trenton Canoy	80	70	75	-0-	75	2

**On motion by Commissioner McCallum, second by Commissioner Arteaga, the Civil Service Commission certified the Police Dispatcher eligibility list for a one (1) year period to April 9, 2025 and directed that the top two (2) names be provided to the Police Chief to determine the candidate best qualified for appointment to any vacant positions.**

**4. ADJOURNMENT**

The meeting was adjourned at 11:10 a.m.

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Commissioner Andrea Arteaga

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Anita Palacios, Secretary/Chief Examiner

## GRANDVIEW CIVIL SERVICE COMMISSION AGENDA ITEM SUMMARY SHEET

Meeting Date: February 14, 2025 – Special Meeting

Agenda Item: Certify Fire Captain Eligibility List

Title: Rule 8.19 - Report of Examination

Presented by: Anita Palacios, Secretary/Chief Examiner

**Summary:** The examination to establish an eligibility list for the classification of Fire Captain took place on January 30, 2025 with four (4) applicants participating. The testing was limited to volunteers of the Grandview Fire Department that met the position description minimum qualifications.

Examination Parts and Weights. The examination consisted of three segments—written test, physical ability test and oral board. Percentage weights were assigned to two of the three segments of the examination. The segments were as follows:

Written Test. The maximum score for the written test was 100 points with a 50% weighted average factor. The City uses the National Firefighter Selection Inventory (NFSI) test purchased from Industrial/Organizational (I/O) Solutions, Inc. The examination includes both a cognitive (i.e., problem solving) component and an attitude/personality (i.e., firefighter orientation) component. Upon completion of the written test, the test booklets and answer sheets were collected and returned to I/O Solutions for computer scoring. The applicants must have passed with a 70% or better test score. All four (4) applicants passed the written test.

Physical Ability Test. The physical ability test consisted of the firefighter pack test comprised of a 3-mile walk/run wearing a 45-pound pack in 45 minutes. The physical ability test was pass or fail. Three (3) of the four (4) applicants passed the physical ability test and proceeded to the oral board.

Oral Board. The maximum score for the oral board was 100 points with a 50% weighted average factor. This segment consisted of 10 questions with the applicant being rated on appearance, manner, speech, comprehension, ability to express qualifications, and general impression. The applicants must have passed with a 70% or better score. Two (2) of the three (3) applicants passed the oral board.

Application of Veterans' Preference: None of the passing applicants were eligible for veterans' preference. State law provides for a scoring criteria status, commonly called a "preference," in civil service competitive examinations for certain veterans. RCW 41.04.010 provides that veterans who served during a period of war or armed conflict

and do not receive military retirement benefits are entitled to have 10% added to their passing scores for their first civil service appointment.

Eligibility List:

Applicant Name	Written Score	Oral Score	Subtotal	10% Veteran Credit	Total Score	Ranking
Jake Coleman	91.18	73.67	82.4	-0-	82.4	1
Alejandro Barrera	86.10	74.67	80.4	-0-	80.4	2

**Recommendation and Suggested Motion:** "I move that the Civil Service Commission certify the Fire Captain eligibility list for a one year period to February 14, 2026 and direct that the top two names from the list be provided to the Fire Chief to determine the candidate best qualified for appointment to the vacant Fire Captain position."