

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
March 10, 2022 Page 1**

**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Eric Trimble and Commissioner Maggie Bean.

Excused: Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Fire Chief Brian Hurley, and Police Chief Jon Weiks.

**CHANGES TO AGENDA:** The agenda was modified to add updates from the Police Chief and Fire Chief and a recognition.

**APPROVAL OF  
MINUTES FOR  
JANUARY 13, 2022:**

**MOTION:** **Commissioner Bean moved, seconded by Chair Trimble, to approve the January 13, 2022 minutes as published. A voice vote approved the motion.**

**APPROVAL OF  
MINUTES,  
FEBRUARY 10, 2022:** Consideration of the minutes was deferred until the next meeting.

**MARCH STATUS OF  
ELIGIBILITY LISTS:** There were no changes to eligibility lists since the last meeting.

**MARCH STAFF  
REPORT FOR CIVIL  
SERVICE:** Chief Examiner Trujillo reported the Commission is recommended to approve the Police Services Specialist 1 exam plan. An active eligibility list exists for the position; however, no one remaining on the list is interested in the position at this time. Staff is requesting to move forward with an exam plan to meet recruitment needs for the position based on a pending retirement in late spring.

**CIVIL SERVICE  
POLICE SERVICES  
SPECIALIST 1 (PS1)  
EXAMINATION  
PLAN 2022:** Chief Examiner Trujillo advised that the exam plan is the same plan previously used for the position. The exam includes an initial application and review to ensure the applicant meets the minimum qualifications followed by a written exam with a passing score of 70% or higher. Those candidates passing the written exam are invited to participate in the oral board. The score from the oral board is based on education, experience, team and service orientation, judgment and decision skills, and communications skills. The oral board will be comprised of panelists to include a community member representing diversity within the community. The final score is based on the combination of scores from the written exam, oral board, and veterans preference points, if applicable. Successful candidates will be invited to participate in the Chief's interview.

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Chair Trimble asked about the status of the PS2 position. Chief Examiner Trujillo said the Police Department currently includes both PS1 and PS2 positions with both incumbents planning to retire at approximately the same time.

Chair Trimble asked whether the positions are involved in code enforcement for the City. Police Chief Weeks advised that the PS2 position is only involved in code enforcement.

**MOTION:** **Commissioner Bean moved, seconded by Chair Trimble, to approve the Police Services Specialist 1 Examination Plan as presented. A voice vote approved the motion.**

**CHIEF UPDATES  
AND SCHEDULING:** Police Chief Weeks reported one new hire attending the basic law enforcement academy is nearing completion of the academy with graduation scheduled on April 15, 2022. Because of COVID restrictions, the academy is not conducting an in-person graduation ceremony. The new officer will report to work on April 15, 2022. The Police Department recently lost an entry-level candidate who was undergoing a background investigation. The candidate accepted another offer by another agency because the pay was higher.

Fire Chief Hurley advised that the recruitment for the Fire Captain position has closed. Approximately six candidates applied for the Fire Captain position with four also applying for the Medical Services Officer position. The Commission will be presented with a proposal to approve the Fire Lieutenant testing process next month. Two new firefighters are currently attending the Lacey Fire Academy. One officer suffered a minor injury but it should not affect the firefighter's ability to complete the academy.

Fire Chief Hurley conveyed how much it has been a pleasure to work with Commissioner Bean.

Chief Examiner Trujillo reported the City is rescinding the wearing of masks effective March 12, 2022. The requirement is one of the first measures the City is eliminating since the advent of the pandemic. The City has not established a date for returning to in-person meetings.

**RECOGNITION:** Chief Examiner Trujillo acknowledged the departure of Commissioner Bean from the Commission. He thanked her for serving in the capacity of a Civil Service Commissioner and for her service to the City of Tumwater and community for many years.

Commissioner Bean thanked Chief Examiner Trujillo for the recognition. She plans to remain in Tumwater and will miss the Commission.

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Police Chief Weiks thanked Commissioner Bean for her service both on the Commission and for supporting the Police Department.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on April 14, 2022.

**ADJOURNMENT:**

**Commissioner Bean moved, seconded by Chair Trimble, to adjourn the meeting at 5:44 p.m. Motion carried.**

DocuSigned by:

*Eric Trimble*

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Eric Trimble, Chair

DocuSigned by:

*James Trujillo*

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James Trujillo, Secretary/Chief Examiner

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