

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
AUGUST 10, 2023 Page 1**

CONVENE: 5:32 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Juliann McGarva, Fire Chief Brian Hurley, and Police Commander Jay Mason.

CHANGES TO AGENDA: There were no changes to the agenda.

**APPROVAL OF
JULY 13, 2023
MINUTES:**

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of July 13, 2023 as published. A voice vote approved the motion.

STATUS OF ELIGIBILITY LISTS: Chief Examiner McGarva reported the Police Services Specialist 1 list is an active continuous recruitment as approved by the Commission last month. No other changes have occurred to the lists.

APPROVAL OF ENTRY LEVEL POLICE ELIGIBILITY LIST: Chief Examiner McGarva reported the proposed list includes five new names totaling 10 names on the list. Two names are proposed for removal as one candidate failed a background investigation and the second candidate was hired by the department.

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the Entry Level Police Eligibility List as presented. A voice vote approved the motion.

CIVIL SERVICE EXAM PLAN FOR DA II IN FIRE DEPARTMENT: Chief Examiner McGarva reported the proposal is for an exam plan for Department Assistant II in the Tumwater Fire Department. The position was included in the City's budget. All candidates meeting the minimum qualifications will be forwarded to subject matter experts for review. Subject matter experts would likely be the Fire Chief, Assistant Fire Chief, and the Administrative Assistant in the department. Candidates receiving a passing score of 70% or more on written questions will be invited to participate in the oral exam. The final score is comprised of 40% for the written exam, 60% for the oral board, and any veteran preference points for a total combined score. The Commission is scheduled to consider the eligibility list when testing is completed. Veteran preference points of either 5% or 10% apply dependent upon eligibility. The points are added to the candidate's final score.

UPDATES: Fire Chief Hurley said the Department Assistant II position was previously filled from 2003 to 2020. The position was affected by the City's reduction in

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staffing during the pandemic.

The Battalion Fire Chief promotional process was completed with Lieutenant James Osberg promoted to the position. His position was filled by Firefighter Scott Kennedy who was promoted to Fire Lieutenant creating a Firefighter position opening. The department extended a conditional offer to a candidate. Additionally, several conditional offers were accepted by Paramedic candidates. One candidate begins with the Fire Department next week. However, the second candidate received another job offer with an agency near his home. The candidate accepted the other offer.

Police Commander Mason reported two new police officers are attending the police academy. Another candidate began working with the department at the beginning of the month. The officer was raised in Tumwater and returned to Tumwater following graduation from college. Another officer is retiring effective August 15, 2023. The officer has served in law enforcement for approximately 27 years with six of those years served at the Tumwater Police Department. Within the next three years, the department anticipates 10 employees will be eligible for retirement. Another five employees will be eligible for retirement in five years.

Chief Examiner McGarva reported on her pending retirement on September 29, 2023. At this time, it is uncertain whether the Administrative Services Director position will be filled prior to her retirement date. The Commission will receive an update on the status of recruitment for the position.

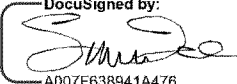
Chair Tee congratulated Chief Examiner McGarva on her pending retirement. He asked whether the City has received any applications for the position. Chief Examiner McGarva said the recruitment was announced on Tuesday, August 8, 2023 and closes on August 27, 2023. The City has received several applications for the position.

**NEXT MEETING
DATE:**

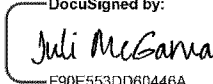
The next meeting is scheduled on Thursday, September 14, 2023 at 5:30 p.m.

ADJOURNMENT:

Commissioner Chard moved, seconded by Chair Tee, to adjourn the meeting at 5:47 p.m. A voice vote approved the motion.

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Simon Tee, Chair

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Juliann McGarva, Secretary Chief Examiner