

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
May 12, 2022 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Chair Eric Trimble and Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Police Chief Jon Weiks, and Assistant Fire Chief Shawn Crimmins.

Others: Mayor Debbie Sullivan.

**INTRODUCTION OF
MAYOR SULLIVAN:** Chair Trimble introduced Mayor Debbie Sullivan.

Mayor Sullivan said she is checking in with the City's boards and commissions as the change in mayor is a rare event for the City. She shared some her professional and personal background. She was raised on a horse ranch in Montana. In 1986, she moved from Montana to assume a position as a real estate appraiser in Bellingham, Washington. She eventually moved to the Phoenix area in the late 1980s working as a property tax support specialist for an international leasing company. After deciding the desert was not to her liking, she returned to Washington. She has lived in Tumwater since 1996. She has been a business owner, was employed by one of the largest corporations in the world; Intel Corporation, and worked in state government for 10 years. She recently retired from the state. She is serving as the first woman Mayor for the City of Tumwater. Her goal is to establish partnerships and reestablishing partnerships with the Port of Olympia, local tribes, and other organizations important to the community. She also served 10 years on the Planning Commission and eight years on the Council. With 18 years of service to the City, she is aware of City operations and the status of various projects and activities in the City.

Commissioners thanked Mayor Sullivan for attending the meeting and providing a self-introduction and information on her background.

Discussion ensued on current difficulties the City is experiencing in recruiting and filling positions. Mayor Sullivan reported the City is seeking to fill the vacant position on the Commission with a person who has lived in Tumwater for a minimum of three years and has the appropriate background; however, the process has been more difficult than she anticipated. Chair Trimble commented that experience in the civil service arena is not a necessary requisite to serve on the Commission as it is important for a new member to be willing to learn and invest time attending meetings.

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

APPROVAL OF

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
May 12, 2022 Page 2**

**MINUTES FOR
APRIL 14, 2022:**

MOTION: Commissioner Tee moved, seconded by Chair Trimble, to approve the April 14, 2022 minutes as published. A voice vote approved the motion.

**APPROVAL OF
APRIL 28, 2022
SPECIAL MEETING
MINUTES:**

MOTION: Commissioner Tee moved, seconded by Chair Trimble, to approve the April 28, 2022 Special Meeting minutes as published. A voice vote approved the motion.

**MAY STATUS OF
ELIGIBILITY LISTS:** Chief Examiner Trujillo noted the removal of the Police Lieutenant Promotional List. Police Chief Weiks advised that he does not anticipate any promotions to Police Lieutenant at this time.

**RESULTS AND
ELIGIBILITY LIST:
FIRE CAPTAIN:** Chief Examiner Trujillo reported the City utilized the same exam plan for Fire Captain and the Medical Services Officer Captain positions. Five applicants applied for the Fire Captain position with three passing the exam. He referred to the list of candidates with scores on the eligibility list. The written test and assessment center testing were completed through Public Safety Testing.

Commissioner Tee questioned whether the expiration date of the list of November 2023 is correct as it is typically a year following the approval of the list. Chief Examiner Trujillo said the date is likely incorrect and should be corrected to reflect 12 months. The date can be corrected by staff reflecting an expiration date of May 2023.

MOTION: Chair Trimble moved, seconded by Commissioner Tee, to approve the eligibility list for Fire Captain with the expiration date of the list corrected to reflect May 2023. A voice vote approved the motion.

**RESULTS AND
ELIGIBILITY LIST:
MSO CAPTAIN:** Chief Examiner Trujillo reported three applicants applied and participated in the testing process for the position of MSO Captain. Two of the applicants passed all portions of the testing process following the similar testing process of the Fire Captain with the exception of the oral board, which focused on the duties of the position. The proposed eligibility list includes two candidates who are eligible for the Chief's final interview.

Commissioner Tee noted the expiration date should be corrected to reflect May 2023. Chief Examiner Trujillo acknowledged the request.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
May 12, 2022 Page 3**

MOTION: Commissioner Tee moved, seconded by Chair Trimble, to approve the eligibility list for MSO Captain with the expiration date of the list corrected to reflect May 2023. A voice vote approved the motion.

Chair Trimble inquired as to whether any feedback was received from the candidates who did not pass the testing. Assistant Fire Chief Crimmins affirmed that the department provided feedback to the candidates who did not pass the assessment center testing.

UPDATE FROM THE CHIEFS: Police Chief Weiks reported on the successful graduation of a Police Officer from the police academy and completion of two weeks of post-academy training at the Police Department. The officer is currently participating in the department's field training program and is doing very well.

Police Chief Weiks thanked the Commission for scheduling the special meeting in April as it enabled the department to begin processing background checks for two individuals.

The Police Department is engaged in two recruiting processes with a testing process nearly completed with a request for approval of an eligibility list anticipated to be presented at the June meeting. The department recently initiated the application process for the Police Services Specialist II position. Long-term Transport and Code Enforcement Officer Ross Rutledge is retiring at the end of the July.

Assistant Fire Chief Crimmins reported two new employees are currently in training at the fire academy and are scheduled to graduate on May 26, 2022.

The department extended a conditional offer to a paramedic candidate, who accepted. The candidate is currently undergoing a background review.

The Chief's interviews of the MSO Captain position are scheduled on Monday, May 16, 2022.

Chief Examiner Trujillo reported the Governor has rescinded effective June 1, 2022 the directive for conducting meetings virtually. The City is working on the scheduling and format of future meetings of boards and commissions with the likelihood virtual participation would be available.

Chief Examiner Trujillo reported on his recent attendance to the Association of Washington Cities Labor Relations Institute. A number of options for creating more flexibility for civil service recruitment were presented enabling a quicker recruitment process. He plans to present several options for the Commission's consideration that would accelerate

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
May 12, 2022 Page 4**

the recruitment process as speed has become much more important in today's tight labor market.

**NEXT MEETING
DATE:**

The next meeting is scheduled on June 9, 2022.

ADJOURNMENT:

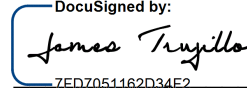
Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 6:54 p.m. Motion carried.

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Eric Trimble, Chair

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James Trujillo, Secretary/Chief Examiner

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net