

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
MAY 9, 2024 Page 1**

CONVENE: 5:30 p.m. *A quorum was not attained when the meeting was convened.*

PRESENT: Chair Simon Tee (*Late*) and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Michelle Sutherland, Police Chief Jon Weeks, Fire Chief Brian Hurley, and Assistant Fire Chief Shawn Crimmins.

CHANGES TO AGENDA: Based on recent oral boards for Entry Level Police Officer, the agenda was adjusted to reflect that the Entry Level Police Officer Eligibility list would include the May list in addition to the April list. The Exam Plan for the Lateral Fire Prevention Officer (FPO) Exam Plan was updated.

APPROVAL OF MINUTES: CIVIL SERVICE COMMISSION MINUTES, MARCH 11, 2024: Approval of minutes was deferred.

STATUS OF ELIGIBILITY LISTS: Chief Examiner Sutherland reported there have been no changes to the list.

Chair Simon Tee joined the meeting at 5:34 p.m. A meeting quorum was attained.

APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland advised of the recent completion of oral boards for Police Officer candidates. The eligibility list has been updated for May 2024 reflecting fourteen applicants, an addition of four applicants since the April list was established. The request is for approval of the Entry Level Police Officer Eligibility List for May 2024.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Entry Level Police Officer Eligibility List for May 2024 as presented. A voice vote approved the motion.**

APPROVAL OF ENTRY LEVEL FIREFIGHTER ELIGIBILITY: Chief Examiner Sutherland reported the current list expires in April 2025. The list contains 22 applicants. The request is for approval of the Entry Level Firefighter Eligibility List.

Chair Tee questioned whether the list was also presented during the March meeting. Chief Examiner Sutherland advised that the list was not presented to the Commission in March.

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

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**APPROVAL OF
POLICE SERVICES
SPECIALIST II
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported the list contains seven candidates. The list was updated following the Commission's March meeting. As the Chief Examiner, she conditionally approved the list because the Commission was unable to meet in April.

MOTION:

Chair Tee moved, seconded by Commissioner Chard, to approve the Police Services Specialist II Eligibility List as presented. A voice vote approved the motion.

**APPROVAL OF
LATERAL POLICE
OFFICER
ELIGIBILITY LIST:**

Chief Examiner Sutherland presented the proposed Lateral Police Officer Eligibility List containing three candidates.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to approve the Lateral Police Office Eligibility List dated March 2024 as presented. A voice vote approved the motion.

**APPROVAL OF
PARAMEDIC
FIREFIGHTER
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported the examination for candidates was held in April. The proposed approval date of the list is from May 2024 through May 2025.

MOTION:

Chair Tee moved, seconded by Commissioner Chard, to approve the Paramedic Firefighter Eligibility List as presented. A voice vote approved the motion.

**APPROVAL OF FIRE
DEPARTMENT
ASSISTANT II EXAM
PLAN:**

Chief Examiner Sutherland presented the exam plan for the Fire Department Assistant II position. The position posting will be effective on May 10, 2024 and closes on May 24, 2024 at 5 p.m.

Chair Tee noted the exam plan includes three phases with the first phase comprising 40% of the final score with no scoring reflected for phase 2. He asked whether phase 2 is a pass or fail rather than a score. Chief Examiner Sutherland said staff is establishing the type of testing to utilize to determine the level of knowledge for office procedures, clerical duties, database entry, and word processing. At this time, the weight of the test has not been determined.

Fire Chief Hurley said he believes the score is included in the phase 1 score reflecting 40%.

Chair Tee asked about the number of veteran preference points allowed for the exam. Chief Examiner Sutherland replied that the maximum number allowed would be 10 points. The veteran preference points for eligible

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candidates are added after the exam. Dependent upon the candidate's score, the applicant could achieve a score higher than 100 percent.

MOTION: **Chair Tee moved, seconded by Commissioner Chard, to approve the Fire Department Assistant II Exam Plan as presented. A voice vote approved the motion.**

**APPROVAL OF
LATERAL FIRE
PREVENTION
OFFICER (FPO)
EXAM PLAN:** Chief Examiner Sutherland requested approval of the Lateral Fire Prevention Officer Exam Plan as revised. The exam is open to both internal and external candidates. The posting date is May 10, 2024 with a closing date of May 24, 2024 at 5 p.m. The proposed exam varies minimally from the previous exam plan with some corrections to the exam plan.

Chair Tee asked whether the first phase of the exam must be passed to move forward to the next phases of the exam. Chief Examiner Sutherland affirmed the first phase is an application review. A candidate successfully passes the first phase by meeting a set of minimum qualifications. Phase 2 is the oral board interview.

Chair Tee asked whether the oral board includes 10 questions in four specific areas during a 30-minute interview. Chief Examiner Sutherland said the 25% score is assigned each for communication skills, compassionate and service orientation, critical thinking and problem solving, and working with the public. The applicant must achieve a minimum score of 70%. She confirmed the minimum number of veteran preference points of 10.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Fire Prevention Officer Exam Plan as presented. A voice vote approved the motion.**

**APPROVAL OF
MARCH 21, 2024
MINUTES:**

MOTION: **Chair Tee moved, seconded by Commissioner Chard, to approve the minutes of March 21, 2024 as published. A voice vote approved the motion.**

UPDATES: Chair Tee thanked Commissioner Chard for chairing the meeting due to his difficulties in accessing the meeting remotely.

Chief Examiner Sutherland reported she received information about an interview of an applicant for the vacant Civil Service Commissioner position.

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Fire Chief Hurley reported two Paramedics and the Fire Prevention Officer are retiring at the end of June. The first exam plan was posted for internal candidates only. The department did not receive any applications from the original posting. The second exam plan will be open to all applicants.

One new hire completed the Fire Academy in North Bend. A second employee is scheduled to complete the Fire Academy in Thurston County.

Commissioner Chard conveyed his appreciation to both chiefs for posting information on Facebook expressing appreciation to new employees.

Police Chief Weiks said based on the Commission's final approval of the Police Service Specialist II Eligibility List, the department extended an offer to one of the candidates. The candidate accepted the offer and is scheduled to start on June 17, 2024. The applicant is moving to Tumwater from Dallas, Texas.

In term of the status of the Police Department patrol staff, one officer is participating in the Field Training Program, two officers are attending the Basic Law Enforcement Academy, and one officer is scheduled to attend the academy on June 4, 2024. The department has three police officer openings and is losing another officer to retirement at the end of June.

**NEXT MEETING
DATE:**

The next meeting is scheduled on June 13, 2024.

ADJOURNMENT:

With there being no further business, Commissioner Chard adjourned the meeting at 6:00 p.m.

DocuSigned by:
Simon Tee
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Simon Tee, Chair

Signed by:
Michelle Sutherland
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Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President
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