

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
January 12, 2023 Page 1**

**CONVENE:** 4:00 p.m.

**PRESENT:** Chair Simon Tee and Commissioner Eric Trimble.

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

**CHANGES TO AGENDA:** The election of officers and the status of recruitment for the vacant Commission position were added to the agenda.

**APPROVAL OF MINUTES, DECEMBER 8, 2022:**

**MOTION:** **Commissioner Tee moved, seconded by Chair Trimble, to approve the minutes of December 8, 2022 as published. A voice vote approved the motion.**

**ELECTION OF OFFICERS FOR 2023:**

Chair Trimble invited nominations for the 2023 Chair.

Chair Trimble nominated Commissioner Tee to serve as Chair during 2023. Commissioner Tee accepted the nomination.

No other nominations were offered.

**ACCLAMATION:** **By unanimous acclamation, Commissioner Tee was elected to serve as 2023 Chair of the Tumwater Civil Service Commission.**

Chair Tee nominated Commissioner Trimble to serve as Vice Chair during 2023. Commissioner Trimble accepted the nomination.

**ACCLAMATION:** **By unanimous acclamation, Commissioner Trimble was elected to serve as 2023 Vice Chair of the Tumwater Civil Service Commission.**

**JANUARY STATUS OF ELIGIBILITY LISTS:**

Chief Examiner Trujillo reported the eligibility list for the Police Management Analyst has expired. A candidate on the list was hired by the Police Department.

Chair Tee inquired about the status of establishing a Fire Lieutenant list. Fire Chief Hurley advised that of the four positions, the department utilized the existing list and hired two candidates. The department's Captain Medical Services Officer moved to a Fire Lieutenant position leaving the last of the four positions unfilled. Staff anticipates requesting action from the Commission in April to authorize another test to fill the last position.

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
January 12, 2023 Page 2**

Chair Tee inquired about progress on filling the Fire Battalion Chief positions. Fire Chief Hurley reported two existing Fire Captains were reclassified as Fire Battalion Chiefs on January 1, 2023. Three of the four Fire Lieutenant positions have been filled. One pending item for the Commission's consideration is a lateral Firefighter Paramedic recruitment process to fill vacant positions.

**APPROVAL OF  
LATERAL  
PARAMEDIC  
FIREFIGHTER  
EXAM PLAN:**

Chief Examiner Trujillo reported the request is approval of the lateral Paramedic Firefighter exam plan and process. The proposed process is similar to a process the City recently completed. The Commission received information on the process outlining:

- Posting date of 1/16/2023 — closing 2/5/2023 at 5:00 p.m.
- Application Review by Subject Matter Experts for minimum qualifications
- Oral Board – 2/23/2023
- Civil Service Commission Approval of Eligibility List
- Chief's Interview
- 2023 Conditional Offers

Commissioner Trimble recalled a simpler process employed in the past for recruiting lateral Paramedic Firefighter candidates. He asked whether the City anticipates more competition this year. Chief Examiner Trujillo responded that during the last process, several lateral candidates applied, which required an exam process. He is also not aware of any other changes in the process. The proposed process adheres to the requirements for lateral recruitment based on Civil Service rules.

Assistant Fire Chief Crimmins added that during the last process, three lateral candidates applied with only one candidate completing the process and successfully hired. Two of the candidates encountered some scheduling issues and did not complete the process. The current list includes no names which is why a new recruitment and list are required.

**MOTION:**

**Commissioner Trimble moved, seconded by Chair Tee, to approve the proposed Lateral Paramedic Firefighter exam plan and process as presented. A voice vote approved the motion.**

**APPROVAL OF  
UPDATED ENTRY  
LEVEL POLICE  
OFFICER  
ELIGIBILITY  
LIST:**

Chief Examiner Trujillo reported the open competitive testing process for Entry Level Police Officer positions resulted in the addition of two new candidates. Several of the scores exceeded 100% because of the veteran's preference points. Three candidates from the list were removed after failing to pass the Chief's interview.

**MOTION:**

**Commissioner Trimble moved, seconded by Chair Tee, to approve the**

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
January 12, 2023 Page 3**

**Entry Level Police Office Eligibility List as presented. A voice vote approved the motion.**

**APPROVAL OF  
POLICE SERVICE  
SPECIALIST I  
EXAM PLAN:**

Chief Examiner Trujillo said the request is for approval of the Police Service Specialist 1 exam plan. The City's 2023-2024 budget includes the addition of another Police Service Specialist 1 position. The recruitment consists of an application process followed by an evaluation of the application based on identified criteria for rating each application, an oral board comprised of 10 questions related to the position followed by a final scoring process, approval of the list by the Commission, and the Chief's interview. This process has been simplified from the previous process but is essentially similar to include an evaluation of the applications based on criteria and standards followed by an oral board.

Police Chief Weiks said the only difference is utilizing line scoring for this exam process.

**MOTION:**

**Commissioner Trimble moved, seconded by Chair Tee, to approve the proposed Police Services Specialist I exam plan as presented. A voice vote approved the motion.**

**STATUS ON  
RECRUITMENT  
OF COMMISSION  
POSITION:**

Chief Examiner Trujillo advised that the City continues recruitment efforts to attract a candidate to serve on the Commission. At one point, an individual who was interested and was eligible to serve was deemed ineligible because the candidate did not meet the residency requirement for the City to complete the interview process. The City has posted the position and IAFF Local 2409 has offered to assist in recruiting candidates.

Chair Tee asked about the option for offering a stipend to attract candidates. Chief Examiner Trujillo said staff is exploring an incentive or compensation options for the City's boards and commissions. At this time, the City lacks any funds in the budget. However, some cities and municipalities are providing compensation. Staff plans to evaluate options in terms of the appropriate incentives. Any action would require Council approval and designated funds in the budget.

Chair Tee asked about the residency requirement. Chief Examiner Trujillo advised that candidates must meet a minimum three-year residency requirement to serve on the Commission.

**UPDATES:**

Police Chief Weiks reported on the upcoming graduation of the department's newest police officer on January 17, 2022 from the police academy. The officer will be scheduled to participate in the department's field training program.

The department has two police officer positions open with two background investigations in progress. One of the investigations will likely not conclude

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
January 12, 2023 Page 4**

successfully. With the Commission's recent action, two new candidates will be interviewed with the possibility of moving both candidates forward to the background investigation process.

Fire Chief Hurley shared that the reclassifications of the Fire Captains to Battalion Chiefs was completed and concluded with small celebration at the fire station, as well as the appointment of the three of the four Fire Lieutenants. The department has two vacant Firefighter Paramedic positions and anticipates some success with the lateral recruitment process. Lateral candidates do not typically have to attend the fire academy, which speeds the process of hiring and scheduling. The most recent lateral Firefighter Paramedic hired is completing Medic One requirements and should be scheduled to begin working soon. The department also has a vacant Medical Services Officer position. Assistant Fire Chief Crimmins is working with the Paramedic Lieutenants to ensure those duties are covered. The department will assess conditions and present the Commission with a request to initiate a process to fill the position.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on Thursday, February 9, 2023.

Chair Tee advised that he would be traveling effective January 29, 2023 through February 15, 2023 to visit his family in another country.

The Commission agreed to tentatively schedule Tuesday, February 21, 2023 at 5:30 p.m. for the next meeting if a meeting is required.

**ADJOURNMENT:**

**Commissioner Trimble moved, seconded by Chair Tee, to adjourn the meeting at 4:29 p.m. A voice vote approved the motion.**

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Simon Tee, Chair

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James Trujillo, Secretary Chief Examiner