



CITY OF
TUMWATER

**CIVIL SERVICE COMMISSION
MEETING AGENDA**

Online via Zoom

**Thursday, December 14, 2023
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - [a.](#) Approval of Minutes of November 9, 2023
- [5.](#) December Eligibility List Update
- [6.](#) Eligibility List Police Entry 12-2023
- [7.](#) Eligibility List PSSII
8. Probationary Extension
9. Next Meeting Date - 01/11/2024
10. Adjourn

Meeting Information

All commission members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/89431999739?pwd=cFg0U3hrZ01zN0lTd1A4bTNQdm8vZz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 894 3199 9739 and Passcode 874492.

Public Comment

The public may submit comments by sending an email to calmon@ci.tumwater.wa.us, no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Commission members and will not be read individually into the record of the meeting.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an

accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email CityClerk@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
NOVEMBER 9, 2023 Page 1**

CONVENE: 5:32 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

Staff: City Administrator Lisa Parks, Secretary/Chief Examiner Michelle Sutherland, Police Chief Jon Weiks, Fire Chief Brian Hurley, and Assistant Fire Chief Shawn Crimmins.

CHANGES TO AGENDA: Following a discussion on a follow-up regarding the appointment process for the Secretary/Chief Examiner position as included on the agenda, the Commission offered no changes to the agenda.

**APPROVAL OF
OCTOBER 12, 2023
MINUTES:**

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of September 14, 2023 as published. A voice vote approved the motion.

**CITY
ADMINISTRATOR
LISA PARKS:**

City Administrator Parks introduced herself and provided information on her professional background and education. Her education, training, and background focuses on land use and environmental planning. She previously served as the Director of Environmental and Planning Programs and worked on capital investment planning strategies for the Port of Olympia. She also served as the Executive Director of the Port of Douglas County. Most of her employment history has been with cities and counties, as well as port districts and public utility districts on local government planning and financing. She is pleased to have the opportunity to work for the City of Tumwater.

Chair Tee and Commissioner Chard welcomed City Administrator Parks to the City.

**STATUS OF
ELIGIBILITY
LISTS:**

Chief Examiner Sutherland updated the Commission on the status of the eligibility lists as of November 2023. Recent updates include the Firefighter Entry Level new recruitment process. Other lists are expiring in 2024. The Police Services Specialist 1 Eligibility List was updated through 2024.

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

Chief Examiner Sutherland reported the proposed list includes the addition of four new candidates for a list of 12 candidates. The Department anticipates moving forward with a background investigation of one candidate. Interviews have been conducted with several of the candidates. The request is to approve the proposed list of candidates with expirations dates noted for each candidate on the list.

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

**APPROVAL OF
BATTALION
CHIEF MEDICAL
SERVICES
OFFICER CLASS
SPECIFICATION:** Chief Examiner Sutherland reported Assistant Fire Chief Crimmins reviewed the class specifications for the position. The department requests the Commission's review to enable posting and filling of the position in 2024.

Assistant Fire Chief Crimmins reminded the Commission of the action last year to reclassify Fire Captains to Battalion Chief positions. The request is essentially the same for conversion of the Medical Services Captain to Medical Services Officer Battalion Chief. The duties essentially remain the same.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Battalion Chief Medical Services Officer Class Specification as presented. A voice vote approved the motion.**

**BATTALION
CHIEF MEDICAL
SERVICES
OFFICER EXAM
PLAN:** Chief Examiner Sutherland advised that the exam plan is a four-step process for filling the Battalion Chief Medical Services Officer position. The first step is a written exam weighted at 20% followed by an assessment center rated at 30% with various dimensions, an oral board rated at 50%, and the Chief's interview. Candidates must receive a minimum passing score of 70% of each testing component. The request is for approval of the proposed exam plan.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Battalion Chief Medical Services Office Exam Plan as presented. A voice vote approved the motion.**

**APPROVAL OF
BATTALION
CHIEF EXAM
PLAN:** Chief Examiner Sutherland reported the exam plan is similar to the Battalion Chief Medical Services Officer exam plan. The written exam represents 40% and the assessment center is rated at 60% of the total score. The minimum passing score is 70%. The top seven candidates are eligible for the Chief's interview and any may be selected.

Commissioner Chard questioned the reason for the lack of an oral board and the difference in scores for the exam and the assessment center. Assistant Fire Chief Crimmins said the testing process for the position does not include an oral board, which is why scoring is different between the two positions.

Chair Tee asked for the reason for not including an oral board for the position. Fire Chief Hurley explained that both positions include the assessment center for different dimensions. However, the Medical Services Officer has some specialized duties related to supervising the

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emergency medical services program, working with Thurston County Medic One, and overseeing training and education of paramedics and EMTs. The position has a skill set that should be evaluated through an oral board to assess the candidate's capabilities for addressing the medical aspects of the position.

Chair Tee questioned whether the need also exists for an oral board for the Battalion Chief position. Fire Chief Hurley responded that the assessment center testing provides an opportunity for candidates to answer questions, submit written submissions, and provide presentations. Candidates also participate in and respond to technical scenarios. The assessment center testing includes a series of questions requiring responses. The oral board was added to the exam process for the MSO position as a way to evaluate the medical specialties of the position.

Assistant Fire Chief Crimmins added that the difference between the two positions and in the exam plans is due to the nature of the MSO Battalion Chief position, which is more of an administrative position serving during the day whereas the Fire Battalion Chief is strictly performing duties on shifts. The MSO Battalion Chief completes the same testing except for the addition of the oral board because of the administrative duties.

Commissioner Chard asked about the make-up of the oral board. Assistant Fire Chief Crimmins said oral boards are typically comprised of representatives from Thurston County Medic One, Olympia Fire Department, Lacey Fire District 3, and a community member.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to approve the Battalion Chief Exam Plan as presented. A voice vote approved the motion.

**REQUEST TO
AMEND CIVIL
SERVICE RULES:**

Chief Examiner Sutherland reported that based on the discussion at the last meeting, staff researched Civil Service Rules and identified a conflict with the Tumwater Municipal Code. Currently, Civil Service Rules require the Commission's Secretary/Examiner to be appointed through a competitive process of any interested resident in the City. However, after discussing the issue with the City Attorney and reviewing the municipal code, the research revealed that the Secretary/Chief Examiner position as authorized by RCW 42.08.040 and RCW 41.12 shall be appointed by the Commission from among qualified City employees selected and recommended by the Mayor. Since the municipal code supersedes Civil Service Commission Rules, staff is requesting the adoption of the provision within the municipal code and updating Civil Service Rules.

Chair Tee asked whether the City Attorney determined that the municipal code supersedes Civil Service Rules. Chief Examiner Sutherland affirmed it was the determination by the City Attorney.

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Chair Tee expressed appreciation for the clarification by the City Attorney and Chief Examiner Sutherland.

Chief Examiner Sutherland recommended the Commission adopt a motion approving the proposed language and consider appointment of the Chief Examiner at the Commission's next meeting as recommended by the Mayor.

MOTION: Commissioner Chard moved, seconded by Chair Tee, to accept the recommendation as reflected in the information presented to the Commission for staff to update language within Civil Service Rules and approve the addition of the new language. A voice vote approved the motion.

UPDATES: Police Chief Weiks reported on the upcoming graduation of two police officers from the Basic Law Enforcement Academy on Tuesday, November 14, 2023. The officers will begin the field training program and within four months will begin as patrol officers. Another new employee started at the academy on November 1, 2023. Currently, the department has two police officer positions vacant with two background investigations in progress. The background investigation was completed on the department's front office position. The individual is scheduled to begin on November 15, 2023.

Fire Chief Hurley said the department's new Department Assistant is scheduled to start on November 16, 2023. A conditional offer is pending to a lone candidate on the lateral firefighter paramedic list. The candidate is working through the hiring process and the department is hopeful the candidate will successfully complete all requirements. It has been difficult to recruit and attract firefighter paramedic candidates in today's employment environment. Medic One administers the entry level testing and none of the candidates passed the last exam. The department continues to explore other options to fill those positions. One firefighter in the department is attending paramedic school with support from Medic One. The department is utilizing the existing entry level firefighter list to interview seven candidates to fill one position in January. With several pending retirements in 2024, the department is working on a process to fill those positions when they become vacant.

Chief Examiner Sutherland noted the City has posted the vacant Civil Service Commissioner position on [governmentjobs.com](https://www.governmentjobs.com). She encouraged Commissioners to share information with any interested residents or provide them with her contact information.

Commissioner Chard said he serves on the Board of the Family Support Center located in west Olympia. The Center is building a new housing

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complex for homeless families. An open house is scheduled on November 29, 2023 at 2 p.m. He invited everyone to attend the ribbon cutting ceremony at 2:30 p.m.

**NEXT MEETING
DATE:**

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

ADJOURNMENT:

Chair Tee moved, seconded by Commissioner Chard, to adjourn the meeting at 6:04 p.m. A voice vote approved the motion.

Simon Tee, Chair

Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – November 2023

Name of List	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Assistant Fire Chief	No List		
Battalion Chief	No List		
Fire Capt. Promotional	No List		
Fire Lt. Promotional	May 2023		May 2024
Captain-Medical Services Officer Promotional	No List		
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	November 2022		November 2023
Lateral Paramedic Firefighter	March 2023		March 2024
Paramedic Lieutenant	May 2023		May 2024
Fire Training Lt.	No List		
Lateral Firefighter	No List		
Voluntary Transfer	No List		
FF / Paramedic to FF	No List		

Name of List	Date Established	Date Renewed	Date of Expiration
Police Commander	No List		
Police Lt. Promotional	No List		
Police Sgt. Promotional	No List		
Police Management Analyst	No List		
Police Officer (Entry)	Active Continuous		Active Continuous
Police Officer (Lateral)	Active Continuous		Active Continuous
Police Officer (Certified)	No List		No List
Police Admin. Manager	No List		
Police Records Clerk	No List		
Department Assist. II	No List		
Police Svc Specialist I	October 2023		October 2024
Police Svc Specialist II	December 2023		December 2024

Tumwater Civil Service Commission



CIVIL SERVICE COMMISSION

POLICE OFFICER – ENTRY LEVEL

Examination Date:

Continuous

Approval Date:

December 2023

Expiration Date:

Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Cory Jones	99.24%	November 2023	November 2024
2.	Keith KimDugan	94.25%	August 2023	August 2024
3.	Jeffrey Phillips	84.11%	December 2023	December 2024
4.	David Vahey	83.24%	October 2023	October 2024
5.	Bailey Crowell	78.21%	December 2023	December 2024
6.	Aaron Wires	77.63%	December 2023	December 2024
7.	Nathan Iverson	75.29%	December 2023	December 2023
8.	Morgan Thomas	74.95%	June 2023	June 2024
9.	Maiah Chrisope	74.70%	February 2023	February 2024
10.	Stephen Caldwell	73.92%	August 2023	August 2024

APPROVED:

CHAIR

DATE

Added to the list:

Jeffrey Phillips
Bailey Crowell
Nathan Iverson
Aaron Wires

Removed from List:

Tanner Rakoz: FCI
Stephen Heath: FCI
Jordan Davidson: FB
Connor Crump: FB

Gilchrist Fernandez: VOL
Nathan Snyder HIRED



CIVIL SERVICE COMMISSION

POLICE SERVICES SPECIALIST II

Examination Date:	Continuous
Approval Date:	December 2023
Expiration Date:	Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Jeffrey Dela Cruz	81.48%	December 2023	December 2024
2.	Christopher White	76.72%	December 2023	December 2024

APPROVED:

CHAIR

DATE

Added to the list:

Jeffrey Dela Cruz
Christopher White

Removed from List: