



**CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**Online via Zoom and In Person at  
Tumwater City Hall, Sunset Room, 555  
Israel Rd. SW, Tumwater, WA 98501**

**Thursday, April 13, 2023  
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - a. Approval of March 9, 2023 Minutes
5. Status of Eligibility Lists
6. Approval of Fire Prevention Officer II Examination Plan
7. Approval of Continuous Entry Paramedic List
8. Next Meeting Date - TBD
9. 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](mailto: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](mailto: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](mailto: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](mailto:ADACoordinator@ci.tumwater.wa.us).

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

**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Simon Tee and Commissioners Blake Chard and Eric Trimble.

Staff: Secretary/Chief Examiner Juliann McGarva, Fire Chief Brian Hurley, and Police Chief Jon Weiks.

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

**APPROVAL OF MINUTES, FEBRUARY 21, 2023:**

**MOTION:** **Commissioner Trimble moved, seconded by Chair Tee, to approve the minutes of February 21, 2023 as published. A voice vote approved the motion.**

**MARCH STATUS OF ELIGIBILITY LISTS:** Chief Examiner McGarva reported the eligibility list has not changed since the last meeting. Later, a new list is proposed for the Lateral Firefighter/Paramedic.

**APPROVAL OF UPDATED ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:** Chief Examiner McGarva reported the City conducted three oral boards on March 1, 2023. All three applicants were male and two of the applicants passed the oral board. The proposed eligibility list includes two new names and removal of three names. Two of the candidates were hired by the City and the third candidate failed the background investigation. The proposed list includes eight candidates.

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

**APPROVAL OF LATERAL FIREFIGHTER PARAMEDIC LIST:** Chief Examiner McGarva presented the proposed Lateral Firefighter Paramedic Eligibility List. At the end of February, the City conducted an oral board with two applicants. One of the applicants did not pass the oral board. The proposal includes the addition of one name on the eligibility list.

**MOTION:** **Commissioner Trimble moved, seconded by Chair Tee, to approve the Lateral Firefighter Paramedic Eligibility List as presented.**

Chair Tee welcomed new Commissioner Blake Chard to the meeting.

**MOTION:** **A voice vote approved the motion.**

**UPDATES:** Fire Chief Hurley spoke in support of the Firefighter Paramedic candidate.

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
March 9, 2023 Page 2**

The department has scheduled testing for Fire Lieutenant. Medic One is planning to conduct another entry-level paramedic testing process.

Commissioner Trimble reported on his recent acceptance of a part-time position with the City of Tumwater beginning within the next week. Because of this new position with the City, he is resigning from the Commission. He acknowledged the good working relationships with the Chair, Fire Chief Hurley, and Police Chief Weiks.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on Thursday, April 13, 2023.

**ADJOURNMENT:**

**Commissioner Trimble moved, seconded by Commissioner Chard, to adjourn the meeting at 5:39 p.m. A voice vote approved the motion.**

---

Simon Tee, Chair

---

Juliann McGarva, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, [psmsoly@earthlink.net](mailto:psmsoly@earthlink.net)

## STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – April 2023

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

<b>Name of List</b>	<b>Date Established</b>	<b>Date Renewed</b>	<b>Date of Expiration</b>
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)	Active Continuous		Active Continuous
Police Admin. Manager	No List		
Police Records Clerk	No List		
Department Assist. II	No List		
Police Svc Specialist I	June 2022		June 2023
Police Svc Specialist II	December 2022		December 2023

Tumwater Civil Service Commission

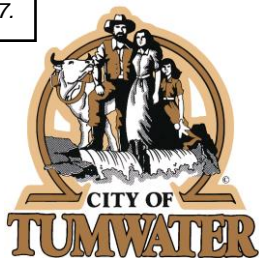
### **Tumwater Fire Prevention Officer II Exam Plan – 2023**

Phase #1: - Applicants interested in the position will submit an application detailing their qualifications

Phase #2: - If there is only one applicant for this position, the applicant's qualifications will be reviewed and if qualified will be proposed as the sole candidate for the eligibility list.

- If there is more than one candidate meeting the minimum qualifications for the position, all candidates will be scheduled for an oral board examination. Those passing the oral board examination (70% and above) will be ranked on the Eligibility for Hire List on the basis of their oral board score.

Under Tumwater Civil Service rules, the Fire Chief will be allowed to interview the top three candidates on the promotion eligibility list.



City Hall  
 555 Israel Road SW  
 Tumwater, WA 98501-6515  
 Phone: 360-754-5855  
 Fax: 360-754-4138

## *CIVIL SERVICE COMMISSION*

### **FIREFIGHTER/PARAMEDIC**

Examination Date:

Continuous

Approval Date:

April 2023

Expiration Date:

April 2024

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Hansen, Gerig	83.89%	April 2023	April 2024
2	Abernathy, William	83.44%	April 2023	April 2024
3	Hurst, Gracen	81.28%	April 2023	April 2024

APPROVED:

\_\_\_\_\_  
 CHAIR

\_\_\_\_\_  
 DATE

**Added:**

Gracen Hurst

Gerig Hansen

**Removed:**

Scott Roy – failed Chief's Interview

\*Daniel Kaner

\*Emily Bjorkland

**\*Hired by another Agency**