



CITY OF  
**TUMWATER**

**CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**Online via Zoom**

**Thursday, August 10, 2023  
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - [a.](#) Approval of Minutes - July 13, 2023
- [5.](#) Status of Eligibility Lists
- [6.](#) Approval of Entry Level Police Eligibility List
- [7.](#) Civil Service Exam Plan for DA II in Fire Department
8. Updates
9. Next Meeting Date - 09/14/2023
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/82774138816?pwd=dGJFMmtWc0k1dHdUYUxaYjhyaTZlZz09>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 827 7413 8816 and Passcode 430377.

**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).

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MINUTES OF VIRTUAL MEETING  
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**Civil Service Commission**

**CONVENE:**

5:43 p.m.

**PRESENT:**

Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Juliann McGarva, Fire Chief Brian Hurley, and Police Commander Jay Mason.

**CHANGES TO  
AGENDA:**

There were no changes to the agenda.

**APPROVAL OF  
MAY 18, 2023  
MINUTES:**

**MOTION:**

**Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of May 18, 2023 as published. A voice vote approved the motion.**

**STATUS OF  
ELIGIBILITY  
LISTS:**

Chief Examiner McGarva reported several of the eligibility lists have expired; however, staff does not propose to re-open any lists at this time. The Captain Medical Services Officer and the Fire Captain Promotional lists expired in May 2023. The City plans to create new lists in 2024. The Firefighter Paramedic list is an active continuous list. The Firefighter Entry list is effective until November 2023. The Lateral Firefighter list is effective until March 2024. The Paramedic Lieutenant list is effective until May 2024.

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

Chief Examiner McGarva reported the City conducted oral boards in June. Three candidates are proposed for addition to the eligibility list based on their scores. Two names are proposed for removal as they both failed the Chief's interview. The revised list includes seven names.

**MOTION:**

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

**APPROVAL OF  
PARAMEDIC  
FIREFIGHTER  
ELIGIBILITY  
LIST:**

Chief Examiner McGarva reported the list is an active continuous list. Another testing procedure was completed by Medic One. One name is proposed for addition to the list. The proposed list includes four names.

**MOTION:**

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

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### Civil Service Commission

**APPROVAL TO  
CREATE  
CONTINUOUS  
LIST FOR POLICE  
SERVICE  
SPECIALIST I:**

Chief Examiner McGarva reported the City has pursued a recruitment process for Police Service Specialist I three times with no success in hiring an applicant. Staff proposes initiating an active continuous recruitment process for the position to assist the City in responding quickly to the recruitment environment. Previously, the City has initiated a background check of several successful candidates; however, during that process, the candidates accepted other positions with other agencies prior to completing the background process. Converting the recruitment process to an active continuous process avoids presenting new exam plans for each recruitment process. The exam plan would not change other than the list would be an active continuous list. The last list was enacted in January 2023. No names remain on the original list. The City proposes to convert the position to active continuous until the position is filled.

Chair Tee questioned the need for converting the position to an active continuous process if there would be no change in the exam. Police Commander Mason explained that conversion to an active continuous process enables the City to recruit for the position continually rather than seeking approval from the Commission each time the list has expired or the list has been exhausted. The request is to enable the City's recruitment process to be more flexible and competitive.

**MOTION:**

**Commissioner Chard moved, seconded by Chair Tee, to approve the request to accept Police Service Specialist I exam plan as an active continuous recruitment as presented. A voice vote approved the motion.**

**UPDATE ON RFA  
PROCESS AND  
FIRE  
DEPARTMENT  
PLANS FOR THE  
FUTURE:**

Fire Chief Hurley briefed the Commission on the Regional Fire Authority (RFA) process and recent outcome.

Today, the state has 13 RFAs with two RFAs located in Thurston County. West Thurston Regional Fire Authority serves Rochester, Littlerock/Grand Mound. South Thurston Fire & EMS serves the Yelm and Rainier areas.

In 2018, the City of Tumwater hired a consultant to complete a fire regionalization study to consider options available for regionalization of fire departments in the area. Participants in the study included the Tumwater Fire Department, Olympia Fire Department, Lacey Fire District 3, Fire District 6 (East Olympia), McLane Black Lake Fire Department, and West Thurston Regional Fire Authority. The extensive study included a recommendation by the consultant for Olympia, Lacey, and Tumwater to consider forming a regional fire authority and that the other fire districts should consider combining separately. At the end of the study process, Lacey Fire District 3 elected not to participate in the RFA planning process. Olympia and Tumwater continued to pursue conversations. The pandemic provided challenges to each department with each city struggling to continue the planning process. However, each jurisdiction was able to restart the planning process in March 2021 with each

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## Civil Service Commission

city electing to form a planning committee to evaluate the formation of a RFA.

The planning committee held its first meeting in August 2021 and met twice a month to develop a joint plan for the RFA to present to each city council. The plan was presented and adopted by each city council in December 2022 and approved for placement on the April 2023 ballot as a special election. Placing the request on a later ballot would have postponed the implementation of the RFA from January 1, 2024 to January 1, 2025.

Voters did not pass the ballot measure. The funding methodology included a fire benefit charge, which required a super majority vote to enact the fire benefit charge. The fire benefit charge is an amount of resources required to extinguish a fire in any structure. The fire benefit charge was based on a formula for residential and commercial/industrial uses.

Commissioner Chard said he recalled that the proposal included the creation of some positions in anticipation of the passage of the RFA. He asked about that particular process and the future of the positions. Fire Chief Hurley said the proposal included creation of two battalion chief positions in the RFA. The Tumwater Fire Department has been working to implement battalion chiefs for a number of years. Through the City's last biennial budget process, the fire department gained three new staff positions enabling the fire department to increase minimum staffing and include battalion chiefs on duty 24/7. The RFA plan included adding two battalion chiefs as both departments would have had battalion chiefs and the plan adopted the model to include two battalions. The process of hiring battalion chiefs at Tumwater Fire Department was a parallel process with the RFA planning process. Additionally, the RFA included administrative staff as each department is currently served by each city's administrative departments.

Chair Tee inquired about the reason for withdrawal from the RFA planning process by Lacey Fire District 3. Fire Chief Hurley replied that the City of Lacey had been annexed by Lacey Fire District 3. The district is the largest fire department in Thurston County and covers an extensive area. Fire districts operate differently than city fire departments. Lacey Fire District 3 Fire Commissioners made the decision and cited a timing issue to join the planning process with the cities.

Chair Tee questioned the overall reason for the proposal to form a RFA. Fire Chief Hurley responded that local governments are funding constrained. Fire and police comprise approximately 50 percent of the general fund of city budgets. As general fund departments, there is competition with other city departments and resources. The demand for fire and emergency response has increased steadily and continually stretching resources. The idea was an option to create a structure to adequately fund the department independent from the

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cities and to ensure adequate funding for future needs, as well as establishing reserve accounts. Although initially, start-up costs would be higher, over the long-term the organization would be more efficient rather than two individual departments.

Fire Chief Hurley added that the fire department's strategic plan expired in 2020 and strategic planning was paused during the RFA planning process. The fire department is preparing to issue a request for proposal (RFP) for a consultant to conduct an agency evaluation and a strategic plan for the fire department. The community, businesses, and other City departments and employees will participate in the process. The evaluation will include a review of existing deployment models. As the City expands and growth increases, call volume increases. The agency evaluation will identify the status of the department today in terms of meeting fire standards and identify needs of the organization, which will inform the strategic planning process to produce a five-year plan with longer-term objectives. The RFP is scheduled to be released within the next several weeks with the planning process beginning in October and ending six months later as the effort includes data collection, site visits, and community meetings. The RFA consultant would be able to submit a proposal for consideration as well.

#### **UPDATES:**

Police Commander Mason reported two new police officers started at the police academy this week. The officers were hired in March and were originally assigned academy dates of November and December. Their attendance was moved up and the department anticipates graduation of the officers in mid to late December 2023. Another police officer is nearing completion of the hiring process with the academy date unknown at this time. The department also has a vacant front office position.

The Police Department supported the City's 4<sup>th</sup> of July activities. The department is planning for summer operations and accommodating vacations.

Police Commander Mason addressed questions about vacant officer positions. The last hiring action fully staffs the department. However, several officers are eligible for retirement. At this time, their retirement dates are unknown.

Fire Chief Hurley reported on personnel changes and hiring for the fire department. Two Firefighter Paramedic candidates have received conditional offers. The candidates will complete medical and psychological backgrounds. If the candidates successfully complete the process, one applicant would begin at the fire academy in August and the second would begin in September.

A Battalion Chief recently retired. The department promoted a Fire Lieutenant from the department to replace the position. Two Fire Lieutenant candidates will be interviewed from an existing list next week to fill the vacant position of

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Fire Lieutenant. Selection of a candidate will create another opening of either a Paramedic Firefighter or entry level Firefighter. The department has scheduled entry level Firefighter Chief interviews from an existing eligibility list.

Operationally, summer is the time of the highest leave usage. The department continues to maintain minimum staffing. The department has participated in wildland firefighter training.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on August 10, 2023.

**ADJOURNMENT:**

**Commissioner Chard moved, seconded by Chair Tee, to adjourn the meeting at 6:14 p.m. A voice vote approved the motion.**

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Simon Tee, Chair

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Juliann McGarva, Secretary Chief Examiner

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

## STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – May 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	May 2023		May 2024
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	May 2023		May 2024
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)	No List		No List
Police Admin. Manager	No List		
Police Records Clerk	No List		
Department Assist. II	No List		
Police Svc Specialist I	Active Continuous		Active Continuous
Police Svc Specialist II	December 2022		December 2023

Tumwater Civil Service Commission





*CIVIL SERVICE COMMISSION*

**POLICE OFFICER – ENTRY LEVEL**

Examination Date:

Continuous

Approval Date:

August 2023

Expiration Date:

Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Keith KimDugan	94.25%	August 2023	August 2024
2.	Thomas Costigan	89.59%	August 2023	August 2024
3.	Ryan Furbush	84.49%	November 2022	November 2023
4.	Irving Flores	82.42%	May 2023	May 2024
5.	Vincent Whisman	79.07%	June 2023	June 2024
6.	Mikay Ye	79.05%	August 2023	August 2024
7.	William Ruiz	78.96%	August 2023	August 2024
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:**

William Ruiz  
Mikay Ye  
Stephen Caldwell  
Keith KimDugan  
Thomas Costigan

**Removed from List:**

Stephen Schimek – Failed Background  
Anthony Domiguez – hired by Tumwater

\*approved conditionally by the Chief Examiner

TO: Civil Service Commission  
FROM: Juliann McGarva, Chief Examiner  
DATE: 8/10/2023  
SUBJECT: Civil Service Exam Plan for DA II in Fire Department

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1) Recommended Action:

Approve the presented exam plan for the recruitment of a Department Assistant II position in the Fire Department

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2) Background:

The Fire Department received approval in the 2023 -2024 budget to fill the Department Assistant II position that had been eliminated in the adjustments due to the pandemic.

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3) Alternatives:

- ☐ Reject the request to change and continue to bring a new exam plan to the Commission at a later date.
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4) Attachments:

A. Department Assistant II Exam Plan for Fire

## Fire Department - Department Assistant II – Exam Plan Tumwater Civil Service Commission – 2023

**Application** – All candidates meeting minimum qualification will be routed for SME Review.

**SME Review** – Written Questions rated from 1 (low) – 5 (high) - **40% of Final Score**

<b>Dimensions Scored</b>	<b>Rating Matrix</b>
Technical/paraprofessional Experience	25%
Interpersonal Relations	25%
Record Keeping and Reporting	25%
Organizational Skills	25%
<b>Passing score: 70%</b>	

**Oral Exam**– 40 total points – **60% of Final Score**

<b>Dimensions Scored</b>	<b>Weight</b>
Job Related Education & Experience	30%
Team and Service Orientation	30%
Event Management	20%
Software Experience	20%
<b>Passing Score: 70%</b>	

**Final Score** – 40% Written Exam, 60% Oral Board Exam, plus veteran's preference points

Chief's Interview