



CIVIL SERVICE COMMISSION MEETING AGENDA

Online via Zoom

**Thursday, May 12, 2022
5:30 PM**

1. Call to Order
2. Roll Call
3. Introduction of Mayor Sullivan
4. Changes to Agenda
5. Approval of the April 14, 2022 Meeting Minutes and April 28, 2022 Special Meeting Minutes
 - [a.](#) Approval of Minutes, April 14, 2022
 - [b.](#) Approval of Minutes, April 28, 2022
- [6.](#) May Status of Eligibility Lists
- [7.](#) Results and Eligibility List: Fire Captain
- [8.](#) Results and Eligibility List: MSO Captain
9. Chief Updates
10. Next Meeting Date - 06/09/2022
11. Adjourn

Remote Meeting Information

To comply with Governor Inslee's Proclamation 20-28, the City of Tumwater meetings will be conducted remotely, not in-person, using a web-based platform. The public will have telephone and online access to all meetings.

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<https://us02web.zoom.us/j/86103704026?pwd=a1ZBZDgwS2o5OVIOL2laclRxYU1Sdz09>

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Post Meeting

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

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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
April 14, 2022 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Chair Eric Trimble and Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Fire Chief Brian Hurley, Police Chief Jon Weeks, Assistant Fire Chief Shawn Crimmins, and Deputy Chief Examiner Juliann McGarva.

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

**APPROVAL OF
MINUTES FOR
FEBRUARY 10, 2022:**

MOTION: Chair Trimble moved, seconded by Commissioner Tee, to approve the February 10, 2022 minutes as published. A voice vote approved the motion.

**APPROVAL OF
MARCH 10, 2022:**

MOTION: Chair Trimble moved, seconded by Commissioner Tee, to approve the March 10, 2022 minutes as published. A voice vote approved the motion.

APRIL STATUS OF ELIGIBILITY LISTS: Chief Examiner Trujillo advised that the entry level firefighter eligibility is effective through the end of November 2022. The meeting agenda includes consideration of an exam plan for entry level Firefighter. Once a new examination is approved, the existing eligibility list would no longer be valid.

Chair Trimble recalled that the list must expire before it can be replaced. Chief Examiner Trujillo cited the Civil Service Rule enabling the Commission to approve a new examination. The existing eligibility list based on a prior examination shall terminate and have no further force in effect. A continuous list is under a separate rule and a different process.

Chair Trimble cautioned against replacement of an existing list. He cited the example of replacing a promotion list as many employees would be upset as they were under the belief their listing would be effective for one year. Some employees have attended previous Commission meetings to assert their right to remain on a list. It is less likely less an issue for entry level lists.

Police Chief Weeks said that in previous circumstances, the department sought Police Guild approval prior to any action.

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MINUTES OF VIRTUAL MEETING
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Chief Examiner Trujillo said he was not aware of any issues within the Fire Department as Fire Administration is seeking the creation of a new eligibility list. The alternative is to combine the two lists, which is not a preferred action. The existing list expires at the end of November 2022. According to the new exam plan, a new list would be created at approximately the same time with some overlap of approximately one month.

Commissioner Tee questioned whether candidates on the existing list would receive notification to participate in the new exam. Chief Examiner Trujillo said the existing list continues to remain active until the Commission approves a new eligibility list. Any positions to fill would be from the existing list until the new eligibility list is established.

Deputy Chief Examiner McGarva advised that candidates on the existing list have already tested through Public Safety Testing and would need to re-test to be considered for the new list. The City could send notifications to current candidates about the process to create a new list and invite them to participate in testing.

Commissioner Tee said his issue is whether the City has an obligation to notify candidates on the existing list. Chair Trimble supported notifying candidates. He noted that when applicants are notified of their placement on a list they are informed their standing is effective for one year.

Commissioner Tee agreed that if the City plans to replace the list prior to its expiration in November, the City has an obligation to notify candidates that the list will be replaced prior to its expiration. Chief Examiner Trujillo said he is uncertain as to whether the City is obligated to notify candidates but that the City could notify candidates that a new exam would be scheduled resulting in a new list.

Chair Trimble commented that based on public employment law, the placement on the list is valid for one year and cannot be removed without due process. If the City plans to terminate the list prior to its expiration, the City needs to provide notice to candidates and an opportunity for them to provide comments. Chief Examiner Trujillo said it is possible to delay the exam by a month.

Fire Chief Hurley explained that the proposed timeline assists the department in terms of scheduling new employees at the fire academy at the beginning of the year.

Discussion ensued on the timing of the new eligibility list.

ELIGIBILITY LIST: Chief Examiner Trujillo reported the six candidates proposed for addition

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**PARAMEDIC/
FIREFIGHTER:** to the eligibility list for Paramedic/Firefighter were received from the Medic One testing process.

MOTION: **Commissioner Tee moved, seconded by Chair Trimble, to approve the eligibility list for Paramedic/Firefighter as presented. A voice vote approved the motion.**

**ENTRY
FIREFIGHTER
EXAM PLAN:** Chief Examiner Trujillo presented the entry level Firefighter exam plan. In response to the previous conversation, the City could adjust the schedule to defer consideration of the exam plan to the May meeting. The exam is similar to previous versions with a change to the timing of testing on mechanical aptitude to assist in increasing the number of applicants participating in the process. The testing component on mechanical aptitude has been an area where many applicants encounter difficulty. The intent is to defer evaluation of mechanical aptitude to the oral board process.

MOTION: **Commissioner Tee moved, seconded by Chief Trimble, to approve the exam plan for entry level Firefighter adjusting the effective date for establishment of new list to November 2022. A voice vote approved the motion.**

**FIRE LIEUTENANT
EXAM PLAN:** Chief Examiner Trujillo reported the exam plan is similar to the Medical Service Officer (MSO)/Fire Captain exam plan. The exam consists of two components of the overall Fire Lieutenant testing plan through Public Safety Testing for the assessment process, candidate screening, and written exam followed by the assessment center testing component.

Commissioner Tee asked whether the content of any of the testing components are the same as the Fire Captain exam. Chief Examiner Trujillo said the dimensions are the same. The exam is the same plan used by the City in the past for the position.

MOTION: **Chair Trimble moved, seconded by Commissioner Tee, to approve the Fire Lieutenant exam plan as presented. A voice vote approved the motion.**

**FIRE PARAMEDIC
LIEUTENANT EXAM
PLAN:** Chief Examiner Trujillo said the exam plan is similar to the MSO Fire Captain exam plan and includes the Fire Lieutenant examination and the oral board for the position. The oral board is the same process as the Fire Captain examination.

MOTION: **Commissioner Tee moved, seconded by Chair Trimble, to approve the Fire Paramedic Lieutenant exam plan as presented. A voice vote approved the motion.**

UPDATE TO POLICE Chief Examiner Trujillo said the update reflects a correction of a mistake

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MINUTES OF VIRTUAL MEETING
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SERVICES

**SPECIALIST I EXAM
PLAN:**

on a previous exam plan approved by the Commission for Police Services Specialist 1. The exam plan indicated that all candidates meeting minimum qualifications would receive invitation to participate in the oral board. That information is incorrect. The information should have stated that candidates should receive invitation to take the written exam. The Commission is requested to approve the updated and corrected version of the exam plan.

MOTION:

Commissioner Tee moved, seconded by Chair Trimble, to approve the corrected and updated exam plan for Police Services Specialist as presented. A voice vote approved the motion.

**CHIEF UPDATES
AND SCHEDULING:**

Fire Chief Hurley thanked the Commission for actions for the Fire Department. Two new firefighters are participating in the fire academy with graduation scheduled on May 26, 2022.

Based on the approval of the eligibility list for Paramedic Firefighter, the department plans to move forward with interviews of candidates for open positions.

Chair Trimble asked about the level of competition for the positions. Fire Chief Hurley affirmed there is competition with the City of Olympia Fire Department currently listing four openings as well as Lacey Fire District. Competition is strong for qualified paramedics.

Fire Chief Hurley announced the memorial service for former Fire Chief Ridgeway on April 30, 2022 at 5 p.m. at the River's Edge Restaurant.

Police Chief Weiks reported on the pending graduation of Police Officer Tyler Brown on April 15, 2022. He plans to attend the graduation. The graduation is the first in-person graduation ceremony in two years. The department currently has two Police Officer vacancies with the current eligibility list exhausted and a new round of oral boards scheduled next week.

**NEXT MEETING
DATE - 05/12/2022:**

Chief Examiner Trujillo advised that a new Commissioner would likely attend the next meeting. Mayor Sullivan also plans to attend the next meeting.

Chief Examiner Trujillo reported on recent planning activities for the potential creation of a Regional Fire Authority comprised of the Tumwater Fire Department and the Olympia Fire Department. More information will be released as planning continues.

ADJOURNMENT:

Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 6:00 p.m. Motion carried.

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Eric Trimble, Chair

James Trujillo, Secretary/Chief Examiner

Prepared by Puget Sound Meeting Services, psmsoly@earthlink.net

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF SPECIAL VIRTUAL MEETING
April 28, 2022 Page 1**

CONVENE: 5:00 p.m.

PRESENT: Chair Eric Trimble and Commissioner Simon Tee.

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

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

ELIGIBILITY LIST ENTRY LEVEL POLICE OFFICER: Chief Examiner Trujillo reported the request is for approval of a new eligibility list for entry level Police Officer. The City recently completed several successful oral boards for entry level Police Officer. The department plans to consider several of the individuals; however, the department continues to have vacancies for entry level Police Officer. The proposed list includes the rankings and the exam scores of the candidates.

Chair Trimble observed that a number of names were removed from the list. He asked whether the candidates had timed out or had been removed for other reasons. Chief Examiner Trujillo said he believes many of the candidates timed out from the list.

Police Chief Weiks affirmed that several of the candidates exceeded their time. However, the department interviewed candidates remaining on the list and those candidates did not pass the Chief's interview.

Chair Trimble asked about the lack of female candidates. Police Chief Weiks said no female applicants were included on the existing list. The next list includes several female candidates.

MOTION: **Commissioner Tee moved, seconded by Chair Trimble, to approve the eligibility list for entry level Police Officer as presented. A voice vote approved the motion.**

Police Chief Weiks thanked the Commission for its action as the market is very competitive today requiring the department to act quickly when qualified applicants are identified.

NEXT MEETING DATE: The next meeting is scheduled on May 12, 2022 at 5:30 p.m.

ADJOURNMENT: **Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 5:04 p.m. Motion carried.**

Eric Trimble, Chair

James Trujillo, Secretary/Chief Examiner

STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – May 2022

Name of List	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	November 2021		November 2022
Assistant Fire Chief	October 2021		October 2022
Battalion Chief	No List		
Fire Capt. Promotional	May 2022		May 2023
Fire Lt. Promotional	No List		
Captain-Medical Services Officer Promotional	May 2022		May 2023
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	November 2021		November 2022
Lateral Firefighter /	No List		
Paramedic	No List		
Paramedic Lieutenant	No List		
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	May 2021		May 2022
Police Sgt. Promotional	November 2021		November 2022
Police Management Analyst	January 2022		January 2023
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	No List		
Police Svc Specialist II	No List		

Tumwater Civil Service Commission



CIVIL SERVICE COMMISSION

RESULTS OF TESTING FOR FIRE CAPTAIN

This promotional recruitment opened February 23, 2022 and closed March 7, 2022. The exam process involved two phases. Phase I was a Fire Supervisor Written Exam and Phase II was an Assessment Center.

Number of applicants	5
Number of applicants completing Phase I	5
Number of applicants completing Phase II	3
Number and percentage passing exams and proposed for hiring list	3 (60%)

The Chief can interview the top three on the eligibility for hire list.

Examination results will remain on file for five years as required by civil service rules.



CIVIL SERVICE COMMISSION

FIRE CAPTAIN - PROMOTIONAL

Examination Date:	April 2022
Approval Date:	May 2022
Initial Expiration Date:	November 2023

RANK	NAME	EXAM SCORE
1	Will Flagg	87.06%
2	James Osberg	83.33%
3	Rian Winter	77.68%

APPROVED:

CHAIR

DATE



CIVIL SERVICE COMMISSION

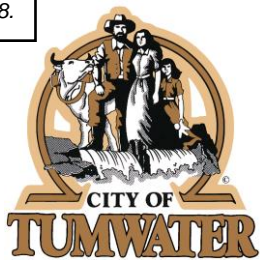
RESULTS OF TESTING FOR CAPTAIN-MEDICAL SERVICES OFFICER 2022

This promotional recruitment opened February 21, 2022 and closed March 7, 2022. The exam process involved three phases. Phase I was a Fire Supervisor Written Exam, Phase II was a Fire Captain Assessment Center, and Phase III was an Oral Examination.

Number of applicants	3
Number of applicants completing Phase I	3
Number of applicants completing Phase II	2
Number of applicants completing Phase III	2
Number and percentage passing exams and proposed for hiring list	2 (67%)

The Chief can interview the top three on the eligibility for hire list.

Examination results will remain on file for five years as required by civil service rules.



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

CIVIL SERVICE COMMISSION

FIRE CAPTAIN MSO - PROMOTIONAL

Examination Date: May 2022
 Approval Date: May 2022
 Initial Expiration Date: November 2023

RANK	NAME	EXAM SCORE
1	James Osberg	83.66%
2	Rian Winter	78.21%

APPROVED:

CHAIR

DATE