



**CIVIL SERVICE COMMISSION
MEETING AGENDA**

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

**Tuesday, February 21, 2023
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of January 12, 2023, Meeting Minutes
5. Status of Eligibility Lists
6. Approval of Updated Entry Level Police Officer Eligibility List
7. Approval of Lt. Firefighter Exam Plan
8. Approval of Lt. Paramedic Exam Plan
9. Civil Service Rule Position Updates
10. Adjourn
11. Next Meeting Date - 03/09/2023
12. 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=cFq0U3hrZ01zN0lTd1A4bTNQdm8vZz09>

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
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.

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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

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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

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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.

Simon Tee, Chair

James Trujillo, Secretary Chief Examiner

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

STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – February 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	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 Firefighter / Paramedic	No List		No List
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		

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)	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



CIVIL SERVICE COMMISSION

**RESULTS OF TESTING:
Entry Level Police Officer
February 2023**

This is a continuous examination. This exam was a(n) open competitive.

Candidates participated in a II phase examination to determine advancement to the proposed eligibility list.

No additional information.

The following statistics reflect various aspects of this recruitment:

Statistics	Data
Number of Applicants	4
Number of ADA accommodations requested	0
Number of Female Applicants	1
Number of Male Applicants	3
Number of Diverse Applicants	2
Number of Applicants passing Phase I	4
Number of Applicants passing Phase II	4
Number & percentage of women or diverse candidates passing all phases and on proposed eligibility list	3/75%
Number & percentage passing all phases and on proposed eligibility list	100%

All applicants have been notified of their scores to date and of their right to protest their scores. Appeals received to date: None

The results of this examination will be on file per civil service rules for five years following the adoption of this list.



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CIVIL SERVICE COMMISSION

POLICE OFFICER – ENTRY LEVEL

Examination Date: Continuous
Approval Date: February 2023
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Javkhlan Battumur	100.03%	January 2023	January 2024
2.	Matthew Meshesha	90.06%	December 2022	December 2023
3.	Ryan Furbush	84.49%	November 2022	November 2023
4.	Jeff Berglund	82.72%	February 2023	February 2024
5.	Fausto Herrera	78.97%	December 2022	December 2023
6.	Raymond Benson	76.63%	February 2023	February 2024
7.	Cameron Alonzo	75.57%	February 2023	February 2024
8.	Maiah Chrisope	74.70%	February 2023	February 2024
9.	Marvin Hernandez	77.78%	May 2022	May 2023

APPROVED:

CHAIR

DATE

Added to the list:

Cameron Alonzo
Raymond Benson
Jeff Berglund
Maiah Chrisope

Removed from List:

Michael Siegemund

Fire Lieutenant Testing Plan - 2023

Developed and administered by PublicSafetyTesting.com for steps 2 and 3.

Step 1: Candidate Screening

- Candidates will be reviewed by HR and the Assistant Fire Chief to verify qualifications.
- Candidates that meet the qualifications will be invited to participate in Step 2.

Step 2: Written Exam: 40%

Customized exam including the following components:

- Fire and Emergency Services Company Officer, Sixth Edition, IFSTA
- Thirty (30) day study period (minimum)
- Total Questions – 100

70% is minimum passing score. Candidates must pass written exam to advance to assessment center step.

Step 3: Assessment Center: 60%

Dimensions rated:

- Oral Communication
- Written Communication
- Interpersonal Insight
- Problem Analysis
- Judgement
- Decisiveness
- Planning and Organization
- Delegation and Control

70% is minimum passing score

Consideration for list approval at May 11, 2023 Civil Service Commission meeting.

Step 4: The top seven (7) candidates are eligible for Chief's Interview and any may be selected

Fire Paramedic Lieutenant
Combined Fire Lt. /Paramedic Testing Plan - 2023

Four-Step Process:

Candidates for Fire Paramedic Lt. must pass the Written Examination and Assessment Center for Fire Lt. with minimum score of 70%. Steps 2 and 3 of that exam plan will be developed and administered by PublicSafetyTesting.com.

Step 1: Written Exam: 20%

Customized exam including the following components:

- Fire and Emergency Services Company Officer, Sixth Edition, IFSTA
- Thirty (30) day study period (minimum)
- Total Questions – 100

70% is minimum passing score. Candidates must pass written exam to advance to assessment center step.

Step 2: Assessment Center: 30%

Dimensions rated:

- Oral Communication
- Written Communication
- Interpersonal Insight
- Problem Analysis
- Judgement
- Decisiveness
- Planning and Organization
- Delegation and Control

70% is minimum passing score. Candidates must pass assessment center step to advance to oral board.

Steps 3: Oral Board: 50%

70% is minimum passing score.

Final Score: Written Exam (20%), Assessment Center (30%), and Oral Board (50%) scores combined to create final ranking.

Consideration for list approval at May 11, 2023 Civil Service Commission meeting.

Step 4: The top seven (7) candidates are eligible for Chief's Interview and any may be selected

TO: Civil Service Commission
FROM: James Trujillo, ASD Director and Chief Examiner
DATE: 2/21/2023
SUBJECT: Civil Service Rule Position Updates

1) Recommended Action:

Update Civil Service Rule 21 (21.01 Fire Service Classifications) to add the role of Fire Prevention Officer II.

2) Background:

During negotiations the City and IAFF Local 2409 agreed to create a pathway to improve fire prevention services for the City. The change enables the expansion of additional Fire Inspection services and the expansion of public education to prevent fires.

3) Alternatives:

Reject the request to change the position descriptions.

4) Attachments:

A. FPOII position description

Class Title: Fire Prevention Officer II
Department: FIRE
Salary Grade: CBA
Represented: Yes
Flex schedule available: No

Class Code: 445
Reports To: Fire Chief
FLSA Status: Non-Exempt
FTE Status: FT/PT Salaried

General Statement of Duties: Conducts field inspections and reviews plans under general supervision to assure compliance with federal, state, and local codes and ordinances. Oversees the resolution of code violations through education and enforcement if necessary. Provides community fire prevention educational programs. Coordinates fire investigation activities for the Department.

Essential Job Duties:

1. Conducts field inspections of occupancies within the City on a routine basis to insure compliance with approved plans, Tumwater Municipal Code and the International Fire Code with State/local amendments, and other applicable regulations; discusses problems with owners/managers and primarily through education seeks compliance with codes to protect the citizens and their property from uncontrolled fire and other preventable catastrophe's.
2. Consults with Community Development and other City on fire code compliance issues as part of the building permitting process.
3. Developing effective, comprehensive, informative, interesting, and up to date educational materials in a variety of formats.
4. Provide instruction to civic groups, school children, and others regarding fire prevention and inspection.
5. Prepare displays, teaching materials, and make oral presentations.
6. Responds to inquiries, complaints, or requests for assistance relative to code issues by the general public in writing, by telephone, or in person, and is responsible for satisfactory resolution while representing the City; refers items of a sensitive or complex nature to the Fire Chief or those questions not involved with code compliance to the appropriate department.
7. Recommends revisions, and through personal contact with the public, assures compliance when discrepancies with codes and regulations are noted, through education progressing to enforcement if needed; confers with supervisor on disputed or exceptionally difficult cases to determine compliance with codes and ordinances, and for prosecution of violations; issues correction notices and/or stop work orders as directed per the TMC 15.16 and/or the International Fire Code.
8. Maintains accurate and complete records of inspection, investigations and other work performed; prepares reports for written or oral presentation; assists with billing statement preparation; prepares reports about code violations in preparing cases for legal action; as directed when education is not successful in removing the violations.
9. Respond to fire alarm calls, secure fire scene for investigations, interview witnesses, photograph fire scene, prepare scene diagram and collect evidence to establish the cause and origin of the fire.

10. Prepare fire investigation reports as required documenting fire damage, description of premises, fire indicators, area of origin and substantiating evidence of cause, origin, and classification.
11. Instruct employers, civic groups, school children, and others in extinguishing small fires, escape burning buildings, operating fire extinguishers, and establishing evacuation plans; prepare and produce handouts and other informational materials.
12. Respond to structural fires during duty hours and off duty when requested by the officer in charge.
13. Perform fire suppression and emergency medical duties as required.
14. Maintain EMT certification by providing routine and emergency medical services in response to emergency medical service calls.

Performs related duties as assigned.

Knowledge, Skills, and Abilities:

1. Thorough knowledge of International Fire Code, and related codes.
2. Knowledge of building terminology.
3. Knowledge of the various types of building construction methods.
4. Knowledge of the use of office equipment to perform various administrative tasks.
5. Knowledge of modern methods, principles, techniques, and practices of fire prevention, of modern fire causes, and suppression techniques.
6. Ability to understand business practices as they relate to the fire code.
7. Ability to read and interpret building plans.
8. Ability to enforce fire codes and regulations through education, tact, and impartiality.
9. Has the skills to establish and maintain effective working relationships with the business community, coworkers and the public.
10. Ability to demonstrate strong interpersonal skills and to apply de-escalation techniques when needed while dealing with difficult or negative situations with business owners and citizens.
11. Ability to operate personal computers to complete various office tasks.
12. Ability to express ideas clearly and concisely, orally and in writing to groups and individuals.

Minimum Qualifications:

1. High School graduation or GED certificate, and;
2. Two years full time experience as a firefighter
3. Completion of Department approved firefighter training to include an approved fire academy and Firefighter 1 & 2 certification, and;

Training/Licenses/Certifications:

1. A valid Washington state driver's license is required;

2. Current Emergency Medical Technician certification
3. Fire Prevention Officer I Required Qualifications Including:
 - a. International Code Council (ICC) Fire Inspector 1 Certification, or a demonstrated ability to obtain and maintain certifications within six months of employment, and;
 - b. International Code Council (ICC) Fire Inspector 2 Certification, or a demonstrated ability to obtain certifications within one year of employment, and;
 - c. International Association of Fire Investigators (IAAI) Fire Investigator Technician (IAAI-FIT) designation within two years of appointment or as soon as practicable, or;
 - d. Any substantially similar training may substituted if approved by the Fire Chief and HR.
4. Fire Prevention Officer II Required Qualifications Including:
 - a. All Fire Prevention Officer I requirements, and;
 - b. National Fire Protection Association (NFPA) Certified Fire Inspector 1, and;
 - c. International Fire Service Accreditation Conference (IFSAC) Fire and Life Safety Educator 1 Certification, or;
 - d. Any substantially similar training may substituted if approved by the Fire Chief and HR.

Preferred Qualifications: Completion of college level course work in Civil Engineering, Code Enforcement, Fire Administration, or technically related subjects is preferred. Experience with building or fire code enforcement and/or related plans examination work. Fire investigation and prevention experience/certification is preferred.

Supplemental Information

Contacts: The position is in constant contact with citizens, business owners, developers and other city staff.

Supervision: Supervision is provided by the Fire Chief through review and evaluation of adherence to department policies and procedures, quality of inspections, relations with the customer and compliance to codes. Supervision of lower level employees is not required.

Accountability: The Fire Prevention Officer is accountable for the efficient provision of an effective, comprehensive fire protection service to the residents of Tumwater.

Working Conditions: Mobility in and around businesses in various weather

conditions is a daily working condition. Inspectors must be able to bend over, stoop down, enter narrow passage ways under buildings or in attics, climb ladders, and work on uneven construction materials. Must be able to focus on the work to be done in a distracting, noisy construction environment.

Physical Requirements: Work is often performed in an office setting. Specific physical requirements and typical working conditions for this position are on file in the Administrative Services Department.

The City of Tumwater is an Equal Opportunity Employer (EOE), committed to a diverse workforce. Women, minorities and people with disabilities are encouraged to apply.