



**CIVIL SERVICE COMMISSION
MEETING AGENDA**

Online via Zoom

**Thursday, November 10, 2022
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of Minutes, September 8, 2022
5. November Status of Eligibility Lists
6. Lateral Firefighter Paramedic Eligibility List
7. Entry Level Paramedic/Fire Fighter Eligibility List
8. Entry Level Firefighter Eligibility List
9. Entry Level Police Officer Eligibility List
10. Updates
11. Next Meeting Date - 12/08/2022
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/82397546081?pwd=N2ZHZ3FVVTdTcUZFMEFibnYwK0UxQT09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 823 9754 6081 and Passcode 911461.

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
September 8, 2022 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Chair Eric Trimble and Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Police Chief Jon Weiks, and Assistant Fire Chief Shawn Crimmins.

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

APPROVAL OF MINUTES, AUGUST 10, 2022: Commissioner Tee requested a minor change to the minutes of August 10, 2022 correcting, "Police Service Specialist II" within the first motion on page 2 to reflect, "Police Service Specialist II."

MOTION: **Commissioner Tee moved, seconded by Chair Trimble, to approve the minutes of August 10, 2022 as amended. A voice vote approved the motion.**

SEPTEMBER STATUS OF ELIGIBILITY LISTS: Chief Examiner Trujillo reported there have been no changes to the eligibility lists since the last update.

PARAMEDIC/FIREFIGHTER LATERAL EXAM PLAN: Chief Examiner Trujillo reported the proposed exam plan for a lateral Paramedic/Firefighter is a similar exam used by the Fire Department in the past. The applications are reviewed by subject matter experts. The Fire Department is seeking applicants who have been employed in a full-time, paid, firefighter/paramedic position for no less than 24 consecutive months, currently possess a valid Washington State Paramedic Certification or a National Registered Paramedic Certification, and successfully completed IFSAC Firefighter 1 certification. Individuals meeting the qualifications would be approved to participate in the oral board process and must receive a minimum score of 70%.

Chair Trimble inquired as to whether the first phase of qualifications is consistent with existing rules. Chief Examiner Trujillo explained that the qualifications are consistent with the requirements of the position.

Assistant Fire Chief Crimmins added that the qualifications are consistent with the department's lateral process for firefighters and firefighters/EMT recruitment processes other than for the Paramedic/Firefighter which requires paramedic certification.

Chief Examiner Trujillo explained that Civil Service Rules speak to a merit-based focused process. The hiring opportunity is for qualified individuals seeking a lateral appointment.

TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
September 8, 2022 Page 2

Chief Examiner Trujillo described the Phase 2 – Oral Board process involving a 30-minute oral board comprised of three raters/panelists with the applicant answering ten questions on Communication Skills (25%), Compassion/Service Orientation (25%), Critical Thinking/Problem Solving (25%), and Working with the Public (25%). A 70% minimum passing score is required for placement on the eligibility list.

Commissioner Tee advocated for only sponsoring one panel to ensure consistency as multiple panels can often result in some scoring differences. He recommended limiting the process to one set of panelists for interviewing and scoring to ensure consistency, as well as reliability. Assistant Fire Chief Crimmins concurred and added that it is likely only one panel of interviewers would be needed because the number of applicants should likely not exceed five individuals.

Chief Examiner Trujillo agreed that limiting the process to one panel would likely be the process; however, multiple panels afford the ability to accommodate more applicants in the event the City receives more applications than anticipated.

MOTION:

Chair Trimble moved, seconded by Commissioner Tee, to approve the Lateral Paramedic Firefighter Exam Plan and Process as presented. A voice vote approved the motion.

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

Chief Examiner Trujillo referred to the previous action by the Commission to grant the Chief Examiner the ability to approve the Entry Level Police Officer Eligibility List conditionally. As a result, Chief Examiner Trujillo reported he conditionally approved an Entry Level Police Officer Eligibility List pursuant to the new Civil Service Rules. The proposed action is for approval of the Entry Level Police Officer Eligibility List as presented. He cited a report attached to the eligibility list with data on the number of applicants, demographics as requested previously, and the number of applicants that passed the written exam for advancement to Phase 2. The City received no appeals from any of the candidates. The proposal is to approve the addition of four applicants to the existing list containing one name.

Chair Trimble asked whether the conditional action assisted the Police Department in moving forward to seek qualified applicants. Police Chief Weiks said the process was helpful other than none of the four applicants passed the Chief's interview. The ability of moving forward with the Chief's interview was beneficial because if an applicant had passed, the hiring process would have advanced by several weeks.

MOTION:

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

TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
September 8, 2022 Page 3

UPDATES:

Chief Examiner Trujillo advised the Commission of a change in the format of the meeting minutes beginning next year. The format will change to action minutes.

The City is still seeking to fill the vacant Commission position and has not been successful in identifying a candidate. The Council recently mentioned the option of providing compensation to members of City boards and commissions.

Police Chief Weiks said the most recent new employee began attending the police academy earlier in the week, which was scheduled two months sooner than the department anticipated. Police Officer Tyler Brown, who was hired a year ago, recently completed the department's Field Training Program and is now performing patrol duties. Another entry-level oral board is scheduled on Thursday, September 15, 2022.

Assistant Fire Chief Crimmins reported on the loss of a candidate who received a conditional offer for an entry-level paramedic who accepted an offer from Lacey Fire District. He thanked the Commission for approving the conditional approval process for entry-level positions as the department is seeking to fill a vacant position. The department's most recent hire of a Paramedic/Firefighter is doing very well. He joined the department in an entry level but had already completed the fire academy. James Osberg, who was promoted to Captain Medical Service Officer and Monty Sorem who was promoted to Paramedic Lieutenant both started their new positions effective September 2, 2022.

Chair Trimble commented on participating in a recent virtual meeting of the Regional Fire Authority Planning Committee.

**NEXT MEETING
DATE:**

The next meeting is scheduled on Thursday, October 13, 2022.

ADJOURNMENT:

Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 5:42 p.m. Motion carried.

Eric Trimble, 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 – November 2022

Name of List	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	November 2021		November 2022
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	October 2022		October 2023
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	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	June 2022		June 2023
Police Svc Specialist II	No List		

Tumwater Civil Service Commission



CIVIL SERVICE COMMISSION

RESULTS OF TESTING: Lateral Firefighter Paramedic

Testing for this list was authorized by the Commission on 9/8/2022 This exam was a(n) open competitive The examination began on 9/9/2022 and ended on 10/3/2022.

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

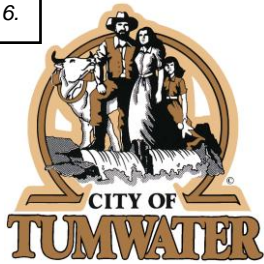
Three applicants originally applied. All were male applicants. Two applicants withdrew from the processes.

The following statistics reflect various aspects of this recruitment:

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

All applicants have been notified of their scores to date and of their right to protest their scores. Appeals received to date: 0

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
FIREFIGHTER PARAMEDIC – LATERAL

Examination Date: October 2022
 Approval Date: October 2022
 Expiration Date: October 2023

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Paul Porter	78.33%	October 2022	October 2023

APPROVED:

 CHAIR

 DATE



CIVIL SERVICE COMMISSION

RESULTS OF TESTING: Paramedic-Fire Fighter-Entry October 2022

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.

Candidates drawn from the Medic One application process. All individuals removed from the eligibility list have been hired at other organizations and are not interested in applying to Tumwater.

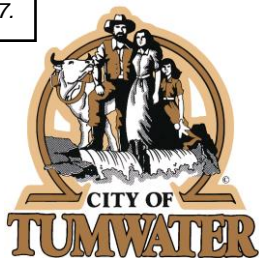
The following statistics reflect various aspects of this recruitment:

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

No appeals received.

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

FIREFIGHTER/PARAMEDIC

Examination Date:

Continuous

Approval Date:

October 2022

Expiration Date:

October 2023

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Abernathy, William	83.44%	April 2022	April 2023
2	Scott Roy	80.94%	July 2022	July 2023
3	Daniel Kaner	80.28%	October 2022	October 2023
4	Emily Bjorklund	73.96%	October 2022	October 2023

APPROVED:

CHAIR

DATE

Added:

Daniel Kaner

Emily Bjorklund

Removed:

*Daniel Savenok

*Jarrod Powell

*Daegen Carter

*Craig Pederson

*Alexander Frost

*Kaylynn Barrie

*Elliot Townsend

***Hired by another Agency**



CIVIL SERVICE COMMISSION

RESULTS OF TESTING: Entry Fire Fighter

Testing for this list was authorized by the Commission on 4/14/2022 This exam was a(n) open competitive The examination began on 6/1/2022 and ended on 10/20/2022.

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

[Click or tap here to enter any needed information](#)

The following statistics reflect various aspects of this recruitment:

Statistics	Data
Number of Applicants	39
Number of ADA accommodations requested	0
Number of Female Applicants	3
Number of Male Applicants	36
Number of Diverse Applicants	3
Number of Applicants passing Phase I	35
Number of Applicants passing Phase II	29
Number & percentage of women or diverse candidates passing all phases and on proposed eligibility list	4/14%
Number & percentage passing all phases and on proposed eligibility list	75%

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

[Click or tap here to explain any appeals, or leave blank.](#)

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

FIREFIGHTER – ENTRY LEVEL

Examination Date:

October 2022

Approval Date:

November 2022

Expiration Date:

November 2023

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Brown, Barrett	93.72%	November 2022	November 2023
2.	Knapp, Michael	93.47%	November 2022	November 2023
3.	McCarthy, Claire	91.72%	November 2022	November 2023
4.	Marr, Michael	90.96%	November 2022	November 2023
5.	Costanzo, Zachary	90.51%	November 2022	November 2023
6.	McCarthy, Joshua	89.85%	November 2022	November 2023
7.	Call, Joseph	88.09%	November 2022	November 2023
8.	Lynch, Brendan	87.95%	November 2022	November 2023
9.	Morrison, Scott	86.45%	November 2022	November 2023
10.	Summers, Zackary	86.06%	November 2022	November 2023
11.	Imber, Stephen	85.96%	November 2022	November 2023
12.	Soares, Christopher	85.59%	November 2022	November 2023
13.	Casebolt, Andrea	85.53%	November 2022	November 2023
14.	Kastenholz, Timothy	85.13%	November 2022	November 2023
15.	Carlson, Nathan	84.48%	November 2022	November 2023
16.	Garretson, Benjamin	84.24%	November 2022	November 2023
17.	Harris, Rachel	83.82%	November 2022	November 2023
18.	Dennin, Michael	83.65%	November 2022	November 2023
19.	Willing, Alexander	82.91%	November 2022	November 2023
20.	Hinkle, Jacob	82.90%	November 2022	November 2023
21.	Norton, Tyler	82.87%	November 2022	November 2023
22.	Dixon, Robert	82.06%	November 2022	November 2023
23.	Robertson, Zachariah	81.41%	November 2022	November 2023
24.	Parker, Ronald	81.22%	November 2022	November 2023
25.	Glenn, Garrett	80.58%	November 2022	November 2023
26.	Fairhurst, Brandon	80.13%	November 2022	November 2023
27.	Adams, Kai	79.51%	November 2022	November 2023
28.	Sargent, Austin	76.01%	November 2022	November 2023
29.	Kennedy, Connor	75.89%	November 2022	November 2023

APPROVED:

CHAIR

DATE

Removed from List:

List from November 22 has expired



CIVIL SERVICE COMMISSION

RESULTS OF TESTING: Entry Level Police Officer October 2022

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.

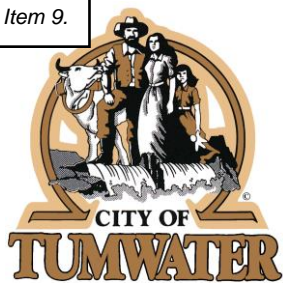
The following statistics reflect various aspects of this recruitment:

Statistics	Data
Number of Applicants	6
Number of ADA accommodations requested	0
Number of Female Applicants	1
Number of Male Applicants	5
Number of Diverse Applicants	0
Number of Applicants passing Phase I	6
Number of Applicants passing Phase II	5
Number & percentage of women or diverse candidates passing all phases and on proposed eligibility list	0
Number & percentage passing all phases and on proposed eligibility list	83%

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

No appeals received.

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:
Approval Date:
Expiration Date:

Continuous
September 2022
Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Tanner Thoreson	88.66%	September 2022	September 2023
2.	Andrew Dorosz	86.48%	September 2022	September 2023
3.	Ryan Furbush	84.49%	September 2022	September 2023
4.	Marvin Hernandez	77.78%	May 2022	May 2023
5.	Emilio Rangel	76.89%	September 2022	September 2023
6.	Colton Ketter	74.18%	September 2022	September 2023

APPROVED:

CHAIR

DATE

Added to the list:

Tanner Thoreson
Andrew Dorosz
Ryan Furbush
Emilio Rangel
Colton Ketter

Removed from List:

Andrew Stanckiewicz
Zachary Kempf
Nathaniel Holcombe
Mathew Capps
(all removed due to not passing Chief's interview)