



**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, June 09, 2022
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - [a.](#) Approval of Minutes, May 12, 2022
- [5.](#) June Status of Eligibility Lists
- [6.](#) Results and Eligibility List: Lateral Police Officer
- [7.](#) Results and Eligibility List: PSSI
8. Updates
9. Next Meeting Date - 07/14/2022
10. Adjourn

Meeting Information

All commission members will be attending remotely. The public is welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/88119229037?pwd=aWk5Z0F1NTVDR0VCRG8zUEtvTFJCdz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 881 1922 9037 and Passcode 650775.

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
May 12, 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.

Others: Mayor Debbie Sullivan.

**INTRODUCTION OF
MAYOR SULLIVAN:** Chair Trimble introduced Mayor Debbie Sullivan.

Mayor Sullivan said she is checking in with the City's boards and commissions as the change in mayor is a rare event for the City. She shared some her professional and personal background. She was raised on a horse ranch in Montana. In 1986, she moved from Montana to assume a position as a real estate appraiser in Bellingham, Washington. She eventually moved to the Phoenix area in the late 1980s working as a property tax support specialist for an international leasing company. After deciding the desert was not to her liking, she returned to Washington. She has lived in Tumwater since 1996. She has been a business owner, was employed by one of the largest corporations in the world; Intel Corporation, and worked in state government for 10 years. She recently retired from the state. She is serving as the first woman Mayor for the City of Tumwater. Her goal is to establish partnerships and reestablishing partnerships with the Port of Olympia, local tribes, and other organizations important to the community. She also served 10 years on the Planning Commission and eight years on the Council. With 18 years of service to the City, she is aware of City operations and the status of various projects and activities in the City.

Commissioners thanked Mayor Sullivan for attending the meeting and providing a self-introduction and information on her background.

Discussion ensued on current difficulties the City is experiencing in recruiting and filling positions. Mayor Sullivan reported the City is seeking to fill the vacant position on the Commission with a person who has lived in Tumwater for a minimum of three years and has the appropriate background; however, the process has been more difficult than she anticipated. Chair Trimble commented that experience in the civil service arena is not a necessary requisite to serve on the Commission as it is important for a new member to be willing to learn and invest time attending meetings.

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

APPROVAL OF

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
May 12, 2022 Page 2**

**MINUTES FOR
APRIL 14, 2022:**

MOTION: Commissioner Tee moved, seconded by Chair Trimble, to approve the April 14, 2022 minutes as published. A voice vote approved the motion.

**APPROVAL OF
APRIL 28, 2022
SPECIAL MEETING
MINUTES:**

MOTION: Commissioner Tee moved, seconded by Chair Trimble, to approve the April 28, 2022 Special Meeting minutes as published. A voice vote approved the motion.

**MAY STATUS OF
ELIGIBILITY LISTS:** Chief Examiner Trujillo noted the removal of the Police Lieutenant Promotional List. Police Chief Weiks advised that he does not anticipate any promotions to Police Lieutenant at this time.

**RESULTS AND
ELIGIBILITY LIST:
FIRE CAPTAIN:** Chief Examiner Trujillo reported the City utilized the same exam plan for Fire Captain and the Medical Services Officer Captain positions. Five applicants applied for the Fire Captain position with three passing the exam. He referred to the list of candidates with scores on the eligibility list. The written test and assessment center testing were completed through Public Safety Testing.

Commissioner Tee questioned whether the expiration date of the list of November 2023 is correct as it is typically a year following the approval of the list. Chief Examiner Trujillo said the date is likely incorrect and should be corrected to reflect 12 months. The date can be corrected by staff reflecting an expiration date of May 2023.

MOTION: Chair Trimble moved, seconded by Commissioner Tee, to approve the eligibility list for Fire Captain with the expiration date of the list corrected to reflect May 2023. A voice vote approved the motion.

**RESULTS AND
ELIGIBILITY LIST:
MSO CAPTAIN:** Chief Examiner Trujillo reported three applicants applied and participated in the testing process for the position of MSO Captain. Two of the applicants passed all portions of the testing process following the similar testing process of the Fire Captain with the exception of the oral board, which focused on the duties of the position. The proposed eligibility list includes two candidates who are eligible for the Chief's final interview.

Commissioner Tee noted the expiration date should be corrected to reflect May 2023. Chief Examiner Trujillo acknowledged the request.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
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MOTION: Commissioner Tee moved, seconded by Chair Trimble, to approve the eligibility list for MSO Captain with the expiration date of the list corrected to reflect May 2023. A voice vote approved the motion.

Chair Trimble inquired as to whether any feedback was received from the candidates who did not pass the testing. Assistant Fire Chief Crimmins affirmed that the department provided feedback to the candidates who did not pass the assessment center testing.

UPDATE FROM THE CHIEFS: Police Chief Weiks reported on the successful graduation of a Police Officer from the police academy and completion of two weeks of post-academy training at the Police Department. The officer is currently participating in the department's field training program and is doing very well.

Police Chief Weiks thanked the Commission for scheduling the special meeting in April as it enabled the department to begin processing background checks for two individuals.

The Police Department is engaged in two recruiting processes with a testing process nearly completed with a request for approval of an eligibility list anticipated to be presented at the June meeting. The department recently initiated the application process for the Police Services Specialist II position. Long-term Transport and Code Enforcement Officer Ross Rutledge is retiring at the end of the July.

Assistant Fire Chief Crimmins reported two new employees are currently in training at the fire academy and are scheduled to graduate on May 26, 2022.

The department extended a conditional offer to a paramedic candidate, who accepted. The candidate is currently undergoing a background review.

The Chief's interviews of the MSO Captain position are scheduled on Monday, May 16, 2022.

Chief Examiner Trujillo reported the Governor has rescinded effective June 1, 2022 the directive for conducting meetings virtually. The City is working on the scheduling and format of future meetings of boards and commissions with the likelihood virtual participation would be available.

Chief Examiner Trujillo reported on his recent attendance to the Association of Washington Cities Labor Relations Institute. A number of options for creating more flexibility for civil service recruitment were presented enabling a quicker recruitment process. He plans to present several options for the Commission's consideration that would accelerate

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
May 12, 2022 Page 4**

the recruitment process as speed has become much more important in today's tight labor market.

**NEXT MEETING
DATE:**

The next meeting is scheduled on June 9, 2022.

ADJOURNMENT:

Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 6:54 p.m. Motion carried.

Eric Trimble, Chair

James Trujillo, Secretary/Chief Examiner

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

STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – June 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	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



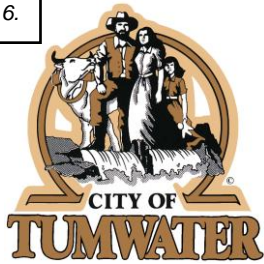
CIVIL SERVICE COMMISSION

RESULTS OF TESTING FOR LATERAL POLICE OFFICER June 2022

The City received one (1) new application from a qualified candidate since the last update to this list. Two (2) names were removed. The list contains four (4) names.

The Chief can hire from the top seven.

Examination results will remain on file for five years as required by Civil Service rules.



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 555 Israel Road SW
 Tumwater, WA 98501-6515
 Phone: 360-754-5855
 Fax: 360-754-4126

CIVIL SERVICE COMMISSION
POLICE OFFICER – LATERAL

Examination Date: Continuous
 Approval Date: June 2022
 Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Samantha Ortona	92.70%	November 2021	November 2022
2.	Tyler Turpin	92.10%	June 2021	June 2022
3.	Jordan Morine	90.00%	June 2022	June 2023
4.	Travis Elisara	76.10%	June 2021	June 2022

APPROVED:

 CHAIR

 DATE

Added to list:
 Jordan Morine

Removed from list:
 Gary Portillo – expired
 Jacob Wilcox – expired



CIVIL SERVICE COMMISSION

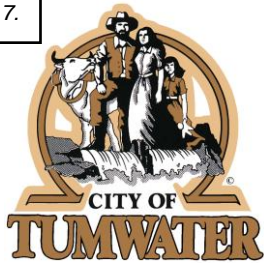
RESULTS OF TESTING FOR POLICE SERVICE SPECIALIST I

This promotional recruitment opened March 30, 2022 and closed April 20, 2022. The exam process involved two phases. Phase I was a Written Exam and Phase II was an Oral Board.

Number of applicants	61
Number of applicants completing Phase I	23
Number of applicants completing Phase II	9
Number and percentage passing exams and proposed for hiring list	7 (11.5%)

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

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



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CIVIL SERVICE COMMISSION
POLICE SERVICE SPECIALIST I

Examination Date: June 2022
 Approval Date: June 2022
 Expiration Date: June 2023

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Naomi Hursh	89.43%	June 2022	June 2023
2.	Shannon Kazee	89.43%	June 2022	June 2023
3.	Ashleigh Clark	88.63%	June 2022	June 2023
4.	Andrew Gapsch	87.03%	June 2022	June 2023
5.	Rebecca Farrier	82.87%	June 2022	June 2023
6.	Maria Rodriguez	80.60%	June 2022	June 2023
7.	Shannon Travis	72.20%	June 2022	June 2023

APPROVED:

 CHAIR

 DATE