



CITY OF  
**TUMWATER**

**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, October 10, 2024  
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - a. Approval of Civil Service Commission Minutes - September 12, 2024
5. Eligibility List Update
6. Lateral Paramedic Firefighter Eligibility
7. Entry Level Police Eligibility
8. Paramedic Firefighter Eligibility List
9. Lateral Police Eligibility list
10. AFC to DFC Reclass
11. Authorization For Promotional Exam
12. Updates
13. Next Meeting Date: November 14, 2024
14. 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/87262948444?pwd=K0E4Q3BUVIA5bTVWdU1vLzhVNHRuQT09>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 872 6294 8444 and Passcode 118385.

**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) 754-4129 or email [ADACoordinator@ci.tumwater.wa.us](mailto:ADACoordinator@ci.tumwater.wa.us).

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
SEPTEMBER 12, 2024 Page 1**

**CONVENE:** 5:31 p.m.

**PRESENT:** Chair Simon Tee and Commissioner Blake Chard.

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

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

**APPROVAL OF  
MINUTES: CIVIL  
SERVICE  
COMMISSION  
MINUTES:  
AUGUST 8, 2024  
MINUTES:**

**MOTION:** **Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of August 8, 2024 as published. A voice vote approved the motion.**

**STATUS OF SEPTEMBER ELIGIBILITY LISTS:** Chief Examiner Sutherland reviewed the status of the eligibility lists. The Fire Department Assistant II list was approved last month and is effective August 2024 through August 2025. Active continuous lists remain effective. There are no other changes to the lists.

**APPROVAL OF POLICE OFFICER ENTRY LEVEL ELIGIBILITY LIST:** Chief Examiner Sutherland advised of six new candidates to add to the eligibility list. Six candidates are proposed for removal from list. Staff is requesting approval of the Police Officer Entry Level Eligibility List as presented.

Police Chief Weiks reported one candidate failed to pass the background investigation and was removed from the list.

**MOTION:** **Commissioner Chard moved, seconded by Chair Tee, to approve the Police Officer Entry Level Eligibility List for September 2024 as presented. A voice vote approved the motion.**

**APPROVAL OF PARAMEDIC FIREFIGHTER ELIGIBILITY LIST:** Chief Examiner Sutherland reported three candidates are proposed for addition to the list. One candidate is proposed for removal as the candidate failed the Chief’s interview. Staff requests approval of the proposed Paramedic Firefighter Eligibility List as presented.

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

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
SEPTEMBER 12, 2024 Page 2**

**approved the motion.**

**APPROVAL OF  
FIRE  
PREVENTION  
OFFICER EXAM  
PLAN:**

Chief Examiner Sutherland reviewed the exam plan for the Fire Prevention Officer position.

The exam includes two phases with the first phase comprised of applicants applying for the position with information on their respective qualifications. During the second phase, if only one applicant applies, the applicant’s qualifications are reviewed and if qualified, would be proposed as the sole candidate for the eligibility list. If more than one candidate applies, all candidates meeting the minimum qualifications for the position would be scheduled for an oral board examination. Candidates passing the oral board examination (70% and above) would be ranked on the eligibility list based on the candidate’s oral board score. The position will be continuously posted until the position is filled.

Chair Tee requested clarification as to whether a sole candidate would also be required to complete an oral board interview. Assistant Fire Chief Crimmins affirmed the candidate would be required to participate in an oral board. During the last hiring process, only one candidate applied. The candidate completed the oral board but did not pass the oral board. An oral board will be scheduled even if only one candidate applies.

**MOTION:**

**Commissioner Chard moved, seconded by Chair Tee, to approve the Fire Prevention Officer Exam Plan as presented. A voice vote approved the motion.**

**UPDATES:**

Police Chief Weiks advised of four open positions in the police department. Two candidates are currently completing the background investigation. Staff continues interviewing candidates from the eligibility lists. One employee is participating in the Field Training Program. Another new employee recently graduated from the law enforcement academy. Another individual is due to graduate from the academy in three weeks.

Assistant Fire Chief Crimmins reported the Department Assistant II is scheduled to begin work on Monday, September 16, 2024. The department extended four conditional offers to paramedic candidates. With the approval of additional paramedics to the eligibility list, Chief interviews will be scheduled.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on October 10, 2024.

**ADJOURNMENT:**

**Chair Tee moved, seconded by Commissioner Chard, to adjourn**

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
SEPTEMBER 12, 2024 Page 3**

**the meeting at 5:44 p.m. A voice vote approved the motion.**

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Simon Tee, Chair

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Michelle Sutherland, Secretary Chief Examiner

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



## STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – October 2024

<b>Name of List (Fire)</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	February 2024		February 2025
Fire Capt. Promotional	No List		
Fire Lt. Promotional	No List		
Captain-MSO Promotional	No List		
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	April 2024		April 2025
Lateral Paramedic Firefighter	Active Continuous		Active Continuous
MSO Battalion Chief	February 2024		February 2025
Paramedic Lieutenant	No List		
Fire Training Lt.	No List		
Lateral Firefighter	Active Continuous		Active Continuous
Voluntary Transfer	No List		
FF / Paramedic to FF	No List		
Fire Department Assistant II	August 2024		August 2025
Lateral Fire Prevention Officer	Active Continuous		Active Continuous
<b>Name of List (Police)</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		
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		

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CIVIL SERVICE COMMISSION  
**Lateral Paramedic Firefighter**

Examination Date:  
 Approval Date:  
 Expiration Date:

Continuous  
 October 2024  
 Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Cameron Cogdill	92.5%	June 2024	June 2025
2	Chandler Hendren	90%	June 2024	June 2025
2	Jonathan McLean	90%	June 2024	June 2025
4	Terry Ellis	86.25%	September 2024	September 2025
5	Samuel Handowski	70%	June 2024	June 2025

APPROVED:

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CHAIR

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DATE

**Added to the list:**

Terry Ellis

**Removed from List:**



*CIVIL SERVICE COMMISSION*  
**POLICE OFFICER – ENTRY LEVEL**

Examination Date: Continuous  
Approval Date: October 2024  
Expiration Date: Continuous

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Cameron Green	89.09	October 2024	October 2025
2	Giovanni Leon-Gonzalez	84.36	October 2024	October 2025
3	Riley Owen	81.53	October 2024	October 2025
4	Yaree Kennedy	81.18	September 2024	September 2025
5	Karl Penn	80.98	August 2024	August 2025
6	Edward Owen	79.11	October 2024	October 2025
7	David Skowronski	77.75	October 2024	October 2025
8	Brandon Hopkins	76.44	March 2024	March 2025
9	Robert Docherty	75.25	October 2024	October 2025
10	Matthew Dimain	74.93	February 2024	February 2025
11	Adam Davis	72.98	May 2024	May 2025
12	Vu Ngoc Nguyen	72.75	March 2024	March 2025
13	Javier Villegas Magallon Jr	72.22	January 2024	January 2025

APPROVED:

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CHAIR

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DATE

**Added to the list:**

- Cameron Green
- Giovanni Leon-Gonzalez
- Riley Owen
- Edward Owen
- David Skowronski
- Robert Docherty

**Removed from List:**

- Justin Culver: FCI
- Elijah Fisk: FCI
- Kevin Hegner: Withdrew
- Trey Aviles-Polk: FCI



*Item 7.*

- Thoeren Heideman: FCI
- Cameron Leitgeb: FCI
- Stephen Heath: FCI
- Jeffrey Waldon: Withdrew
- Timothy Beirman: Hired



*CIVIL SERVICE COMMISSION*

**Paramedic Firefighter**

Examination Date: October 2024  
Approval Date: October 2024  
Expiration Date: October 2025

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Abbigail Woodcock	82.50	May 2024	May 2025
2	Jessica Boyd	82.00	July 2024	July 2025
3	Aurelia Buhler-Flores	80.00	September 2024	September 2025
3	Jordan Reynolds	80.00	October 2024	October 2025
5	Rudy Mackiewicz	78.00	July 2024	July 2025
6	Noah Layton	77.50	September 2024	September 2025
7	Nicholas Perry	76.25	September 2024	September 2025
8	Jacob Leonard	75.00	October 2024	October 2025
9	Kelly Cloudsdale	73.00	July 2024	July 2025
10	Kyle Sadowski	72.00	July 2024	July 2025

APPROVED:

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CHAIR

\_\_\_\_\_  
DATE

**Added to the list:**

- Jordan Reynolds
- Jacob Leonard

**Removed from List:**

- Gabriel Howland: Withdrew
- Tim Kruse: Withdrew
- Matthew Triani: Withdrew
- Terra Moore: Withdrew



*CIVIL SERVICE COMMISSION*

**Lateral Police**

Examination Date:	Continuous
Approval Date:	July 2024
Expiration Date:	Continuous

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Matthew Anthony	91.5	June 2024	June 2025
1	Kasey Steffenhagen	91.5	October 2024	October 2025

APPROVED:

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CHAIR

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DATE

**Added to the list:**

- Kasey Steffenhagen

**Removed from List:**



**Agenda Item: Reclassification of Assistant Fire Chief to Deputy Fire Chief**

**October 10, 2024, Meeting**

**Action Requested:** Move to authorize changing job title of Assistant Fire Chief to Deputy Fire Chief

**Justification:**

1. **Enhanced Leadership and Management:** The Deputy Fire Chief title often reflects a higher level of authority and responsibility, which can be crucial for effective leadership and decision-making within the fire department.
2. **Alignment with Duties:** The Assistant Fire Chief is already performing tasks that are more aligned with those of a Deputy Fire Chief, reclassification ensures that the job title accurately reflects the scope of work and responsibilities.
3. **Operational Efficiency:** A clearer command structure can improve operational efficiency, streamline decision-making processes, and enhance the department's ability to respond to emergencies and manage resources effectively.
4. **Competitive Positioning:** Aligning job titles with industry standards can help the city attract and retain top talent, ensuring that the fire department remains competitive with other jurisdictions.

**Discussion and Alternatives:**

Options for the Commission include:

- Authorize the reclass as proposed
- Modify and authorize the reclass as proposed
- Do not authorize the reclass as proposed

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**Agenda Item: Authorization for Promotional Examination:**

**Firefighter to Firefighter Paramedic (Internal Only)**

**October 10, 2024, Meeting**

**Action Requested:**

Move to Authorize the Promotional Examination: Firefighter to Firefighter Paramedic (Internal Only) as proposed.

**History and Facts Brief:**

The Fire Department has provided the opportunity to its Firefighters to become certified paramedics in order to be promoted to the Firefighter Paramedic job class. Presently, a current firefighter has completion all of the paramedic training and certification process and seeks the opportunity to be promoted.

**Discussion and Alternatives:**

Options for the Commission include:

- Authorize the reclass as proposed
- Do not authorize the reclass as proposed

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