



CIVIL SERVICE COMMISSION MEETING AGENDA

Online via Zoom

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

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of January 13, 2022 Minutes
5. Status of Eligibility Lists
6. February Staff Report for Civil Service
7. Entry police officer oral board report
8. Entry police officer eligibility list approval
9. Fire Captain exam plan approval
10. MSO Fire Captain exam plan approval
11. Police Specialist II exam plan approval
12. Chief Updates and Scheduling
13. Next Meeting Date - 03/10/2022
14. 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.

Watch Online

<https://us02web.zoom.us/j/89571501606?pwd=b3d6T3NMWINTQVhCTTQxc0NrQ1ZGUT09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 895 7150 1606 and Passcode 253311.

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 13, 2022 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Chair Eric Trimble and Commissioner Maggie Bean.

Excused: 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.

**APPROVAL OF
MINUTES FOR
DECEMBER 9, 2021**

MOTION: Commissioner Bean moved, seconded by Chair Trimble, to approve the December 9, 2021 minutes as presented. Motion carried.

**APPROVAL OF
UPDATED CIVIL
SERVICE RULES:** Chief Examiner Trujillo reported members were briefed on the proposed changes to Civil Service Rules at the last meeting. Most of the changes were housekeeping in nature with the addition of a Police Analyst position and elimination of Secretary as a Civil Service position. The position was updated to the positions of Department Assistant 2 and Department Assistant 3. Other changes updated pronouns throughout the entire document to improve inclusivity.

MOTION: Commissioner Bean moved, seconded by Chair Trimble, to approve the proposed changes to Civil Service Rules as presented. Motion carried.

**STATUS OF
ELIGIBILITY LISTS:** Chief Examiner Trujillo reported the eligibility list for Police Services Specialist 1 was renewed in January 2021 for one year. Based on his interpretation of the rule, the extension is effective from the original date the list was established as opposed to another 12 months. The proposal is an amendment to change the extension from January 2022 to reflect March 2022. There are no other changes to existing eligibility lists.

MOTION: Commissioner Bean moved, seconded by Chair Trimble, to approve the proposed correction to the Eligibility List for Police Services Specialist 1. Motion carried.

**APPROVAL OF
ELIGIBILITY LIST
FOR HIRE: POLICE
MANAGEMENT
ANALYST:** Chief Examiner Trujillo said in October 2021, the Commission approved a new position in the Police Department of a Police Management Analyst. The City has been seeking to fill the position for some time to increase communications on crime statistics and other law enforcement trends. The City completed a recruitment process with two qualified individuals

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identified for the position. Both candidates completed an interview and one candidate passed the exam for the position. One candidate scored 97.9% on the exam with the second candidate scoring below a passing score at 60%. The proposed eligibility list contains one name.

MOTION:

Commissioner Bean moved, seconded by Chair Trimble, to adopt the proposed Eligibility List for Hire: Police Management Analyst as presented. Motion carried.

UPDATES AND SCHEDULING:

Chief Examiner Trujillo thanked Commissioners for completing the required Open Public Meetings Act training.

The City has enacted a COVID-19 vaccination mandate; however, the mandate does not apply to the Civil Service Commission until in-person meetings resume. At that time, Commissioners will be asked to sign an attestation and provide proof of vaccination. With the new COVID variant increasing, the City does not plan to resume in-person meetings at this time. This spring, the City may consider hosting either hybrid or in-person meetings.

Fire Chief Hurley reported the Department's new Administrative Assistant began work on December 16, 2021. Two new firefighters joined the department during the first week in January and are scheduled to attend the fire academy in Lacey on February 7, 2022. Several Fire Department employees have tested positive for COVID but not at a level that would affect staffing capabilities. As EMS providers, Fire Department employees have good access to antigen tests.

Police Chief Weiks said the Police Department has experienced similar circumstances with respect to COVID. Several employees have tested positive but because of the length of time between infections, the department has not been impacted. The Police Department has two police officer vacancies with oral boards planned next week. A proposed eligibility will be presented to the Commission in February. One new hire is attending the police academy and is progressing well. The academy has been affected by COVID with many recruits testing positive for COVID creating a situation where training is often conducted online. Despite setbacks in training modes, the candidate is on track to graduate. One police sergeant assigned on light duty for over a year has successfully succeeded in undergoing surgery and should return to work by mid-year.

Chair Trimble asked whether either department has any scheduled employee retirements during 2022. Police Chief Weiks said the department's Service Transport Officer has advised of retiring in June 2022.

Fire Chief Hurley said he does not believe there are any retirements

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pending for the Fire Department other than several employees are approaching age 53 with 25 to 30 years of service, who may elect to retire in the next 18 to 24 months.

**NEXT MEETING
DATE:**

The next meeting is scheduled on February 10, 2022.

ADJOURNMENT:

Commissioner Bean moved, seconded by Chair Trimble, to adjourn the meeting at 5:44 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 – January 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	No List		
Fire Lt. Promotional	No List		
Captain-Medical Services Officer Promotional	No List		
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	November 2021		November 2022
Lateral Firefighter / Paramedic	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	March 2020	January 2021	March 2022
Police Svc Specialist II	No List		

Tumwater Civil Service Commission

TO: Civil Service Commission
FROM: James Trujillo, Chief Examiner/Secretary
DATE: February 10, 2022
SUBJECT: February Staff Report for Civil Service

1) Recommended Action:

Staff recommends approval of the eligibility lists for Entry Level Police Officers, approval for the Police Specialist II exam plan and approval for the exam plans for both the Fire Captain and MSO Fire Captain recruitments.

2) Background:

The Police Department has two officer openings the City is working to fill. The Police Specialist II position will be open later this year after an announced employee retirement. The Fire Captain and MSO Captain roles were vacated when Shawn Crimmins accepted the role as Assistant Fire Chief. The Fire Captain recruitment will be an internal only recruitment and the assessment center will be managed and facilitated by Public Safety Testing.

3) Policy Support:

Proposed processes are in alignment with Civil Service Commission rules.

4) Alternatives:

- ☐ Approve eligibility lists and exam plans.
 - ☐ Reject eligibility lists and exam plans.
-

5) Fiscal Notes:

Standard recruitment costs and costs of the assessment center from Public Safety Testing. The PST assessment center is a budgeted item through the Fire Department. The City is still awaiting final cost estimates.

6) Attachments:

- A. January minutes
- B. February eligibility lists
- C. Entry level police officer report
- D. Entry level police officer eligibility list
- E. Fire captain exam plan
- F. MSO fire captain exam plan
- G. Police specialist II exam plan

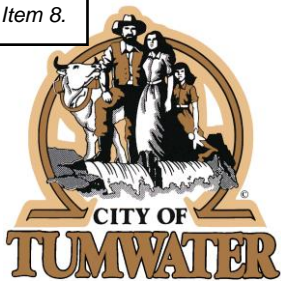


CIVIL SERVICE COMMISSION

RESULTS OF TESTING FOR ENTRY LEVEL POLICE OFFICER January 2022

Oral boards were held on January 20, 2022, and six (6) of the eight (8) candidates interviewed passed with 70% or higher. These candidates were added to the eligibility list. Ten (10) candidates have been removed. The list now contains twenty-one (21) candidates. 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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CIVIL SERVICE COMMISSION

POLICE OFFICER – ENTRY LEVEL

Examination Date:
Approval Date:
Expiration Date:

Continuous
February 2022
Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Benedicto Sinigian	98.14%	February 2022	February 2023
2.	Peter Lesauski	90.89%	November 2021	November 2022
3.	Kiara Stinson	89.90%	February 2022	February 2023
4.	Alex Kirchman	87.69%	February 2022	February 2023
5.	Scott Ferguson	86.20%	February 2022	February 2023
6.	Jacob Mortensen	86.05%	November 2021	November 2022
7.	Joshua Snapp	82.56%	February 2022	February 2023
8.	Fnu Satnam Singh	81.69%	June 2021	June 2022
9.	Anthony Munoz	81.02%	June 2021	June 2022
10.	Freddie Curiel	80.00%	February 2022	February 2023
11.	Caitlyn Woolcott-Rose	79.79%	November 2021	November 2022
12.	Jared Wold	78.99%	June 2021	June 2022
13.	Chase Vento	77.85%	June 2021	June 2022
14.	Kyle Jessup	77.38%	November 2021	November 2022
15.	Michael Gomez	76.23%	June 2021	June 2022
16.	Chase Vandiver	76.14%	November 2021	November 2022
17.	Vincent Miller	75.90%	June 2021	June 2022
18.	William Stewart	75.72%	June 2021	June 2022
19.	Joshua Bronn	74.91%	June 2021	June 2022
20.	Chelsea Kennedy	74.52%	June 2021	June 2022
21.	Kyle Shaar	72.86%	June 2021	June 2022

APPROVED:

CHAIR

DATE

Added to the list:

Benedicto Sinigian
Kiara Stinson
Alex Kirchman
Scott Ferguson
Freddie Curiel

Joshua Snapp

Removed from List:

Marko Anderson

Austin Caldera

Brandon Duval

Jared Teer

Tysen Cooper

Timothy Lemmon

Mehran Azizian

Collin Fritschle

George Nunez Canizalez

Sean Frymire

Fire Captain Testing Plan - 2022

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 (60)
- Critical Decision Making Point to Point Leadership in Fire and Emergency Services (40)
- 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 12, 2022 Civil Service Commission meeting.

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

Medical Services Officer

Combined Fire Captain/Medical Services Testing Plan - 2022

Four-Step Process:

Candidates for Medical Services Officer must pass the Written Examination and Assessment Center for Fire Captain with minimum score of 70%. The first two steps 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 (60)
- Critical Decision Making Point to Point Leadership in Fire and Emergency Services (40)
- 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 12, 2022 Civil Service Commission meeting.

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

Police Services Specialist Testing Plan - 2022

Step 1: Written Exam: 50%

Customized exam including the following components:

- Understanding Oral Information – 20
- Reading Comprehension - 20
- Written Communication and Report Writing – 25
- Understanding and Evaluating Tables, Charts, and Graphs – 10
- Map Reading– 5
- Public Relations – 25

Total Questions – 105

70% is minimum passing score

Step 2: Oral Exam: 50%

Dimensions rated:

- Job related education and experience
- Service and Safety Orientation
- Knowledge and Judgement
- Communication Skills

Raters: 3 – one Subject Matter Expert from outside agency; one Tumwater Police Department; one community representative

70% is minimum passing score

Final Score: Oral (50%) and Written Exam (50%) scores combined to create final ranking.