



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, March 21, 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, January 11 2024
5. Status of February Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Police Services Specialist II Eligibility List
8. Approval of Battalion Chief Eligibility List
9. Approval of MSO Battalion Chief Eligibility List
10. Approval of Lateral Police Eligibility List
11. Approval of Lateral Firefighter (Continuous) Exam Plan
12. Approval of Lateral Paramedic Firefighter Continuous Exam Plan
13. Approval Of Fire Prevention Officer Exam Plan
14. Updates
15. Next Meeting Date - 04/11/2024
16. 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, 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 11, 2024 Page 1**

CONVENE: 5:45 p.m.

PRESENT: Commissioner Blake Chard.

Absent: Chair Simon Tee.

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

Chief Examiner Sutherland announced the lack of a meeting quorum at 5:45 p.m. The meeting will be rescheduled and posted publicly.

Simon Tee, Chair

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 – MARCH 2024

Name of List (Fire)	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Assistant Fire Chief	No List		
Battalion Chief	February-24		February-25
Fire Capt. Promotional	No List		
Fire Lt. Promotional	No List		
Captain-MSO Promotional	No List		
Firefighter/ Paramedic	No List		
Firefighter (Entry)	No List		
Lateral Paramedic Firefighter	March-23		March-24
MSO Battalion Chief	February-24		February-25
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 (Police)	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)	No List		
Police Admin. Manager	No List		
Police Records Clerk	No List		
Department Assist. II	No List		
Police Svc Specialist I	October-23		October-24
Police Svc Specialist II	Active Continuous		Active Continuous

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The provisional certification of the Police Officer Entry Level, Police Officer Lateral, and Police Services Specialist II eligibility lists was given in good faith by Secretary/Examiner Sutherland on January 11, 2024, as the Civil Service Meeting did not have a quorum.

The provisional certification of the Battalion Chief, MSO Battalion Chief, Police Officer Entry Level, Police Officer Lateral, and Police Services Specialist II eligibility lists was given in good faith by Secretary/Examiner Sutherland on February 8, 2024, as a Civil Service Meeting was not held.

9.09 APPROVAL OF ELIGIBILITY LISTS. In addition, the Commission authorizes the Secretary/Chief Examiner to approve a provisional certification of eligibility lists in the following circumstances: (a) when business needs require timely action for recruitment; (b) or in the event that the Commission is unable to meet to certify eligibility; (c) or for continuous recruitment eligibility lists.



CIVIL SERVICE COMMISSION
POLICE OFFICER – ENTRY LEVEL

Examination Date:
 Approval Date:
 Expiration Date:

Continuous
 March 2024
 Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Keith KimDugan	94.25	August 2023	August 2024
2	Karri Rahkonen	90.06	February 2024	February 2025
3	Matthew Defeo	88.97	March 2024	March 2025
4	Rachel Reed	86.14	January 2024	January 2025
5	Jacob Olson	85.51	March 2024	March 2025
6	Keon Payne	83.31	February 2024	February 2025
7	David Vahey	83.24	October 2023	October 2024
8	Maxwell Hartford	79.68	February 2024	February 2025
9	Don Chon	76.64	February 2024	February 2025
10	Brandon Hopkins	76.44	March 2024	March 2025
11	Morgan Thomas	74.95	June 2023	June 2024
12	Matthew Dimain	74.93	February 2024	February 2025
13	Kevin Hegner	74.73	March 2024	March 2025
14	Stephen Caldwell	73.92	August 2023	August 2024
15	Vu Ngoc Nguyen	72.75	March 2024	March 2025
16	Javier Villegas Magallon Jr	72.22	January 2024	January 2025

APPROVED:

 CHAIR

 DATE

Added to the list:

Matthew Defeo
 Jacob Olson
 Brandon Hopkins
 Kevin Hegner
 Vu Nguyen

Removed from List:

Jeffrey Phillips: Pending Hire
 Alex Alvarenga: Withdrew



CIVIL SERVICE COMMISSION

POLICE SERVICES SPECIALIST II

Examination Date: Continuous
Approval Date: March 2024
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Shawn Brooks	89.02	January 2024	January 2025
2	Ashley Houston	87.32	February 2024	February 2025
3	Jeffrey Dela Cruz	81.48	December 2023	December2024
4	Hannah Fowler	80.58	February 2024	February 2025
5	David Sims	77.43	February 2024	February 2025
6	Christopher White	76.72	January 2024	January2025
7	Ashley York	70.50	February 2024	February 2025

APPROVED:

CHAIR

DATE

Added to the list:

Hannah Fowler
David Sims
Ashley York
Ashley Houston

Removed from List:



CIVIL SERVICE COMMISSION

Battalion Chief

Examination Date: February 2024

Approval Date: March 2024

Expiration Date: February 2025

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Rian Winter	82.39	February 2024	February 2025
2.	Alex Bates	81.13	February 2024	February 2025
3.	William Flagg	80.80	February 2024	February 2025
4.	Jon Kalar	78.09	February 2024	February 2025

APPROVED:

CHAIR

DATE

Added to the list:

- Rian Winter
- Alex Bates
- William Flagg
- Jon Kalar

Removed from List:



CIVIL SERVICE COMMISSION

MSO Battalion Chief

Examination Date: February 2024
 Approval Date: March 2024
 Expiration Date: February 2025

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Alex Bates	81.13	February 2024	February 2025

APPROVED:

 CHAIR

 DATE

Added to the list:

Alex Bates

Removed from List:

The provisional certification of this eligibility list was given in good faith by Secretary/Examiner Sutherland on February 8, 2024, as a Civil Service Meeting was not held.

9.09 APPROVAL OF ELIGIBILITY LISTS. In addition, the Commission authorizes the Secretary/Chief Examiner to approve a provisional certification of eligibility lists in the following circumstances: (a) when business needs require timely action for recruitment; (b) or in the event that the Commission is unable to meet to certify eligibility; (c) or for continuous recruitment eligibility lists.



CIVIL SERVICE COMMISSION

Lateral Police

Examination Date:

Continuous

Approval Date:

March 2024

Expiration Date:

Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Jason Perkinson	99.3	August 2023	August 2024
2.	Theodore Ojeda III	91.3	August 2023	August 2024
3.	Connor Duboiski	72.5	January 2024	January 2025

APPROVED:

CHAIR

DATE

Added to the list:

- Connor Duboiski

Removed from List:



Tumwater Fire Department Lateral Firefighter Exam Plan and Process

Posting: April 1

Closing: Continuous

Phase 1 – Application Review by Subject Matter Experts for minimum qualifications.

- Currently employed in a full-time, paid, Firefighter/EMT.
- Must have been employed with the current public safety employer for a period of no less than a period of 24 consecutive months as a Firefighter/EMT and must have successfully completed a probationary period.
- Currently possess a valid Washington State EMT Certification or a National Registered EMT Certification.
- Have successfully completed IFSAC Firefighter 1.

Phase 2 – Oral Board TBD

Qualified candidates invited to an oral board interview – 30 minutes each, ten (10) questions.

- Three (3) interviewers – consensus scoring
- Dimensions Rated:
 - Communication Skills (25%)
 - Compassion/Service Orientation (25%)
 - Critical Thinking/Problem Solving (25%)
 - Working with the Public (25%)
- 70% minimum passing score
- Candidates ranked on eligibility list
- Veteran's Preference Points added to final score

Civil Service Commission – TBD

Chief's Interview Planned Completion – TBD

Conditional Offers Planned By – TBD

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Tumwater Fire Department Lateral Paramedic Firefighter Exam Plan and Process

Posting 4/1/2024 — Continuous

Phase 1 – Application Review by Subject Matter Experts for minimum qualifications.

- Currently employed in a full-time, paid, firefighter/paramedic position.
- Must have been employed with the current public safety employer for a period of no less than a period of 24 consecutive months as a firefighter/paramedic, and must have successfully completed a probationary period.
- Currently possess a valid Washington State Paramedic Certification or a National Registered Paramedic Certification.
- Have successfully completed IFSAC Firefighter 1.

Phase 2 – Oral Board – TBD

Qualified candidates invited to oral board interview – 30 minutes each, ten (10) questions.

- Three (3) interviewers – consensus scoring
- Dimensions Rated:
 - Communication Skills (25%)
 - Compassion/Service Orientation (25%)
 - Critical Thinking/Problem Solving (25%)
 - Working with the Public (25%)
- 70% minimum passing score
- Candidates ranked on eligibility list
- Veteran's Preference Points added to final score

Civil Service Commission – TBD

Chief's Interview Planned Completion – TBD

Conditional Offers Planned By – TBD

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**Tumwater Fire Department
Prevention Officer Exam Plan**

Posting: March 18, 2024

Closing: First Review April 1, 2024

Phase 1

- Applicants interested in the position will apply detailing their qualifications.

Phase 2

- If there is only one applicant for this position, the applicant's qualifications will be reviewed and if qualified, will be proposed as the sole candidate for the eligibility list.
- If there is more than one candidate meeting the minimum qualifications for the position, all candidates will be scheduled for an oral board examination. Those passing the oral board examination (70% and above) will be ranked on the Eligibility for Hire List based on their oral board score.

Under Tumwater Civil Service rules, the Fire Chief will be allowed to interview the top three candidates on the promotion eligibility list.

Civil Service Commission – TBD

Chief's Interview Planned Completion – TBD

Conditional Offers Planned By – TBD

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