



**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, May 09, 2024
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of March 21, 2024 Minutes
5. Status of April Eligibility List Update
6. Approval of Entry Level Police Eligibility
7. Approval of Entry Level Firefighter Eligibility
8. Approval of Police Service Specialist II Eligibility
9. Approval of Lateral Police Eligibility List
10. Approval of Paramedic Firefighter Eligibility List
11. Approval of Fire DA II Exam Plan
12. Approval of Lateral FPO Exam Plan
13. Next Meeting Date - 06/13/2024
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, 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
MARCH 21, 2024 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

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

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

APPROVAL OF MINUTES: CIVIL SERVICE COMMISSION MINUTES, JANUARY 11, 2024: The Commission agreed no action was necessary because the informational minutes documented the lack of a quorum at the January 11, 2024 meeting.

STATUS OF ELIGIBILITY LISTS: Chief Examiner Sutherland updated the Commission on the status of eligibility lists. Lists established in February 2024 include the Battalion Chief and MSO Battalion Chief. The Lateral Paramedic Firefighter list expired. Police Officer Entry and Police Officer Lateral are active continuous lists. The Police Services Specialist II list is an active and continuous list.

Chief Examiner Sutherland advised that as the Chief Examiner, she authorized a provisional certification of all lists in January and February because of the lack of meetings. Civil Service Rules authorize the Chief Examiner to provisionally approve lists to ensure timely recruitment actions.

APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland reported five applicants are proposed for addition to the eligibility list. Two applicants were removed from the list. One applicant was hired by the department and one applicant accepted a position with another law enforcement agency. The request is approval of the March 2024 list.

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

APPROVAL OF POLICE SERVICES SPECIALIST II ELIGIBILITY LIST: Chief Examiner Sutherland advised of proposed four candidates to add to the Police Services Specialist II Eligibility List for a list totaling seven candidates. The Commission is requested to approve the eligibility list.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Police Services Specialist II Eligibility List as presented. A voice vote approved the motion.**

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MINUTES OF VIRTUAL MEETING
MARCH 21, 2024 Page 2**

**APPROVAL OF
BATTALION CHIEF
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported an examination was held in February 2024. Four candidates passed the examination and are proposed for addition to the Battalion Chief Eligibility List.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to approve the Battalion Chief Eligibility List as presented. A voice vote approved the motion.

**APPROVAL OF MSO
BATTALION CHIEF
ELIGIBILITY LIST:**

Chief Examiner Sutherland advised of one candidate qualifying for the list in February 2024. The request is for approval of the proposed MSO Battalion Chief Eligibility List.

Chief Examiner Sutherland noted that she provisionally certified the proposed list on February 8, 2024 to enable the Fire Department to move forward with the recruitment process.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to approve the MSO Battalion Chief Eligibility List as presented. A voice vote approved the motion.

**APPROVAL OF
LATERAL POLICE
OFFICER
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported on one successful candidate qualifying for placement on the Lateral Police Officer Eligibility List. The proposed list includes three candidates.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to approve the Lateral Police Office Eligibility List as presented. A voice vote approved the motion.

**APPROVAL OF
LATERAL
FIREFIGHTER
(CONTINUOUS)
EXAM PLAN:**

Chief Examiner Sutherland requested consideration of changing the exam plan for Lateral Firefighter as a continuous process to enable the City to recruit for candidates on a regular basis.

Fire Chief Hurley reported that requests have been presented periodically to the Commission to establish lists. Rather than the current process, the Department is requesting a continuous process, similar to the Police Department, to schedule oral boards.

Chair Tee asked whether any changes to the exam plan would be presented to the Commission for consideration and approval. Fire Chief Hurley advised that any change in the exam process would be presented to the Commission for consideration.

MOTION:

Chair Tee moved, seconded by Commissioner Chard, to approve the Lateral Firefighter Continuous Exam Plan as presented. A voice vote approved the motion.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
MARCH 21, 2024 Page 3**

**APPROVAL OF
LATERAL
PARAMEDIC
FIREFIGHTER
CONTINUOUS
EXAM PLAN:**

Chief Examiner Sutherland requested the Commission's approval of the Lateral Paramedic Firefighter Continuous Exam Plan to enable the Fire Department to move forward to announce the opening.

Fire Chief Hurley said the request is similar to the Lateral Firefighter process. The Commission has been requested frequently to use the exam. The Fire Department is in need of paramedics and conversion to a continuous exam plan would assist the Department in hiring qualified candidates.

MOTION:

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

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

Chief Examiner Sutherland requested approval of the Fire Prevention Officer Exam Plan as presented. A provisional certification was provided to enable the Department to post the position.

Fire Chief Hurley advised of the retirement of the current Fire Prevention Officer at the end of June. The Department would like to initiate the hiring process to determine if any internal applicants are interested in filling the position, if they are qualified. The exam was used previously at the end of 2021 to promote the current Fire Prevention Officer.

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:

Chief Examiner Sutherland reported the City received an application for the vacant Civil Service Commissioner position. Staff is scheduled to review the application within the week.

Police Chief Weiks reported on three open positions. One Police Officer candidate is undergoing the background investigation process. Additionally, five Police Officers are currently in training with one officer completing the Field Training Program, one officer graduated from the police academy last week, one officer started the police academy, and two officers are scheduled to attend the academy pending the availability of training slots. One individual is undergoing the background investigation process for the Police Services Specialist II position. The investigator is scheduled to visit Dallas, Texas to begin the official background investigation on the candidate.

Fire Chief Hurley said the Fire Department currently has two Firefighters attending the Fire Academy. The first employee is scheduled to graduate on April 19, 2024 at the North Bend Fire Academy. The second employee is attending the Lacey Fire Academy. Pending actions include two Paramedic

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
MARCH 21, 2024 Page 4**

Firefighters retiring at the end of June. Both employees have been with the department for approximately 28 years. The Fire Prevention Officer is retiring at the same time. The employee served with the department for 25 years. Paramedic testing through Medic One is scheduled in mid-April. The department promoted Alex Bates to the position of MSO Battalion. Another employee was promoted to fill the newly created Paramedic Lieutenant position vacated by Alex Bates. The department is working to stay ahead of pending retirements. The department is in a better position than other local fire agencies that are struggling to fill a number of vacant positions. All departments are facing the same hiring challenges.

Chair Tee asked Police Chief Weiks whether the department is facing similar challenges in hiring. Police Chief Weiks said the department is holding steady with many new employees added to the department. The department anticipates many retirements within the next several years resulting in many new employees within the department. Consistent hiring should be expected over the next three to four years.

Chair Tee asked about the possibility of appointing the new Commissioner by the Commission's next meeting. Chief Examiner Sutherland advised that since the next meeting is scheduled on April 11, 2024, it is unlikely because the City will need time to check references and complete the appointment process.

ADJOURNMENT: Commissioner Chard moved, seconded by Chair Tee, to adjourn the meeting at 5:55 p.m. A voice vote approved the motion.

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 – MAY 2024

Name of List (Fire)	Date Established	Date Renewed	Date of Expiration
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	May 2024		May 2025
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		
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 2023		October 2024
Police Svc Specialist II	Active Continuous		Active Continuous

Tumwater City Hall
555 Israel Road SW
Tumwater WA 98501

www.ci.tumwater.wa.us



CIVIL SERVICE COMMISSION
POLICE OFFICER – ENTRY LEVEL

Examination Date:

Continuous

Approval Date:

May 2024

Expiration Date:

Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Keith KimDugan	94.25	August 2023	August 2024
2	Jacob Olson	85.51	March 2024	March 2025
3	Don Chon	76.64	February 2024	February 2025
4	Brandon Hopkins	76.44	March 2024	March 2025
5	Morgan Thomas	74.95	June 2023	June 2024
6	Matthew Dimain	74.93	February 2024	February 2025
7	Kevin Hegner	74.73	March 2024	March 2025
8	Stephen Caldwell	73.92	August 2023	August 2024
9	Vu Ngoc Nguyen	72.75	March 2024	March 2025
10	Javier Villegas Magallon Jr	72.22	January 2024	January 2025

APPROVED:

 CHAIR

 DATE

Added to the list:

Removed from List:

Samuel Ferraro: FCI

Sara Fernandez: FCI

Matthew DeFeo: FB



CIVIL SERVICE COMMISSION
F – ENTRY LEVEL

Examination Date:
Approval Date:
Expiration Date:

Continuous
April 2024
Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Jacob Hinkle	95.21	April 2024	April 2025
2	Giani Bigleow	93.88	April 2024	April 2025
3	Garth Lervold	93.49	April 2024	April 2025
4	Jobe Layton	93.28	April 2024	April 2025
5	Christian Metzler	92.67	April 2024	April 2025
6	Sarah Norman	92.51	April 2024	April 2025
7	Jack Cole	91.70	April 2024	April 2025
8	Blake Ryan	91.23	April 2024	April 2025
9	Alexander Palmer	90.49	April 2024	April 2025
10	Timothy Guting	89.29	April 2024	April 2025
11	Spencer Konkright	88.14	April 2024	April 2025
12	Jeffrey Jackalone	85.64	April 2024	April 2025
13	Chris Soares	84.57	April 2024	April 2025
14	Tyler Mulligan	80.47	April 2024	April 2025
15	Connor Crimmins	79.97	April 2024	April 2025
16	Kory Zipperer	79.25	April 2024	April 2025
17	Derek Robinson	78.47	April 2024	April 2025
18	Trevor Kvinsland	78.24	April 2024	April 2025
19	Isaac Lyro	76.98	April 2024	April 2025
20	Brayden Goracke	76.80	April 2024	April 2025
21	Eric Russell	76.39	April 2024	April 2025
22	Colton Schmidt	74.06	April 2024	April 2025

APPROVED:

CHAIR

DATE

Added to the list:

All Candidates

Removed from List:
N/A



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	December 2024
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	January 2025
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

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:



CIVIL SERVICE COMMISSION

Paramedic Firefighter

Examination Date: April 2024
Approval Date: May 2024
Expiration Date: May 2025

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Gabriel Howland	94.26	May 2024	May 2025
2	Henry Patterson	84.16	May 2024	May 2025
3	Abbigail Woodcock	82.50	May 2024	May 2025
4	Tim Kruse	81.35	May 2024	May 2025
5	Matthew Triani	78.59	May 2024	May 2025
6	Terra Moore	74.20	May 2024	May 2025

APPROVED:

CHAIR

DATE

Added to the list:

Removed from List:

**Fire Department - Department Assistant II – Exam Plan
Tumwater Civil Service Commission – 2024**

Posting 5/10/2024— Closing 5/24/2024 at 5:00 p.m.

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

SME Review – Written Questions rated from 1 (low) – 5 (high) - 40% of Final Score

Dimensions Scored	Rating Matrix
Technical/paraprofessional Experience	25%
Interpersonal Relations	25%
Record Keeping and Reporting	25%
Organizational Skills	25%
Passing score: 70%	

Phase 2 – Consultant testing to determine knowledge of office procedures, performing varied clerical, statistical, word processing, database entry duties.

Phase 3 – Oral Board

Oral Exam– 40 total points – 60% of Final Score

Dimensions Scored	Weight
Job Related Education & Experience	30%
Team and Service Orientation	30%
Event Management	20%
Software Experience	20%
Passing Score: 70%	

Final Score – 40% Written Exam, 60% Oral Board Exam, plus veteran's preference points

Civil Service Commission – 5/9/2024

Chief's Interview Planned Completion – Late June

Offer – Early July

**Tumwater Fire Department
Lateral Fire Prevention Officer Exam Plan and Process**

Posting 5/10/2024— Closing 5/24/2024 at 5:00 p.m.

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 36 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 – Week of 6/10/2024

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

- Three 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 – 5/9/2024

Chief's Interview Planned Completion – Late June

Conditional Offers Planned By – Early July