



CITY OF
TUMWATER

**CIVIL SERVICE COMMISSION
MEETING AGENDA**

Online via Zoom

**Thursday, July 13, 2023
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of May 18, 2023 Minutes
5. Status of Eligibility Lists
6. Approval of Entry Level Police Eligibility List
7. Approval of Paramedic Firefighter Eligibility List
8. Approval to create Continuous List for Police Service Specialist I
9. Update on RFA process and Fire Department Plans for the future.
10. Updates
11. Next Meeting Date - 08/10/2023
12. 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/89431999739?pwd=cFg0U3hrZ01zN0lTd1A4bTNQdm8vZz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 894 3199 9739 and Passcode 874492.

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 18, 2023 Page 1**

CONVENE: 5:35 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Juliann McGarva, Police Chief Jon Weiks, Assistant Fire Chief Shawn Crimmins, and HR Analyst Lacy Neal.

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

APPROVAL OF MINUTES, APRIL 13, 2023:

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of April 13, 2023 as published. A voice vote approved the motion.

APRIL STATUS OF ELIGIBILITY LISTS: Chief Examiner McGarva reported the eligibility list has not changed since the last meeting other than the addition of the Fire Lieutenant and Paramedic Lieutenant - Promotional Eligibility Lists (to be considered for approval later in the meeting).

APPROVAL OF FIRE PREVENTION OFFICER II ELIGIBILITY LIST: Chief Examiner McGarva reported the City received only one application. The exam plan stipulated that if only one qualified applicant applied, the Commission would receive the eligibility list containing the one candidate and the candidate could proceed to the Chief's interview following approval of the eligibility list by the Commission. The applicant currently holds the position of Fire Prevention Officer I at the Tumwater Fire Department.

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the Fire Prevention Officer II Eligibility List as presented. A voice vote approved the motion.

APPROVAL OF CONTINUOUS ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner McGarva presented the entry level Police Officer eligibility list. The list includes the removal of six applicants for either self-removal, failure to pass the Chief's interview, or the candidate's time on the list expired. The list includes four new applicants.

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

APPROVAL OF POLICE SERVICES Chief Examiner McGarva reported the City received 25 applications for the position of Police Services Specialist 1 with 14 applicants completing Phase 1

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
MAY 18, 2023 Page 2**

**SPECIALIST
ELIGIBILITY
LIST:**

and five applicants completing Phase 2. The list was conditionally approved as of April 24, 2023 because of the difficulty in recruiting for the position. This process represents the third attempt with the City losing applicants to other agencies. The conditional approval afforded the ability to initiate the background investigation. Unfortunately, one applicant who passed the Chief's interview withdrew and accepted another position at another agency.

Police Chief Weiks advised that all three applicants completed the Chief's interview. The applicant who passed the interview was the applicant who ranked number three on the list. The first two applicants did not pass the Chief's interview. Consequently, the list is no longer viable. Staff plans to request approval of a proposed continuous recruitment process similar to entry level police officers.

Chair Tee said the Commission previously agreed to enable staff to proceed with interviewing with review and approval of a list by the Commission following during a subsequent meeting. It is also possible to call a special meeting to help expedite processes.

Police Chief Weiks advised that the City has paused four positions in the City over the next several months. The intent is to present the proposal to the Commission at the June meeting to assist in starting the process when the City releases the position.

Chief Examiner McGarva said that based on Civil Service Rules, it is possible for staff to conditionally approve parts of the interview process, such as the Chief's interview; however, the Commission must approve the eligibility list even though the list includes three names that are no longer viable. The proposed action is a formality.

MOTION:

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

**APPROVAL OF
FIRE
LIEUTENANT AND
PARAMEDIC
LIEUTENANT
ELIGIBILITY
LISTS:**

Chief Examiner McGarva reported three applicants applied for the Fire Lieutenant-Promotional position. All three applicants passed the written exam and an assessment center. The proposed list includes three names for the Fire Lieutenant-Promotional position.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to adopt the Fire Lieutenant-Promotional Eligibility List as presented. A voice vote approved the motion.

Chief Examiner McGarva said the Paramedic Lieutenant-Promotional position

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
MAY 18, 2023 Page 3**

requires an exam plan used for the Fire Lieutenant position as well as an additional oral board for the Paramedic Lieutenant position. One applicant applied for the position. The applicant completed the oral board and received a combined passing score of 81.83. The proposed list includes one name.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Paramedic Lieutenant-Promotional Eligibility List as presented. A voice vote approved the motion.**

NEXT MEETING DATE: The next meeting is scheduled on Thursday, June 8, 2023.

UPDATES: Commissioner Chard requested the addition of an update on the June meeting agenda to discuss the failed ballot measure for the Regional Fire Authority and how it might affect the Fire Department.

Police Chief Weiks reported the department has one police officer opening. The department conducted interviews from the list last week with the intent of moving two candidates to the background process. One individual is employed by another law enforcement agency in the state. A second position opens up on July 1, 2023. Two officers hired in March are still pending attendance to the police academy. Timing for the academy has moved from December 2023 to the end of October or early November 2023.

Assistant Fire Chief Crimmins reported that with the approval of the Fire Lieutenant-Promotional list, the department has one position open. The Chief interviews have been completed. Staff anticipates filling the position by June 1, 2023 with all Fire Lieutenant positions filled.

One Firefighter Paramedic who was initially hired as a lateral Firefighter Paramedic was cleared and is serving on the medic unit.

Medic One has scheduled testing for Firefighter Paramedics in June 2023. The Department has one position open.

ADJOURNMENT: **Commissioner Chard moved, seconded by Chair Tee, to adjourn the meeting at 6:03 p.m. A voice vote approved the motion.**

Simon Tee, Chair

Juliann McGarva, 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 2023

Name of List	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Assistant Fire Chief	No List		
Battalion Chief	No List		
Fire Capt. Promotional	May 2022		May 2023
Fire Lt. Promotional	May 2023		May 2024
Captain-Medical Services Officer Promotional	May 2022		May 2023
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	November 2022		November 2023
Lateral Paramedic Firefighter	March 2023		March 2024
Paramedic	Active Continuous		Active Continuous
Paramedic Lieutenant	May 2023		May 2024
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	No List		
Police Management Analyst	No List		
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	No List		No List
Police Svc Specialist II	December 2022		December 2023

Tumwater Civil Service Commission



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CIVIL SERVICE COMMISSION

POLICE OFFICER – ENTRY LEVEL

Examination Date: Continuous
 Approval Date: June 2023
 Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Stephen Schimek	92.08%	May 2023	May 2024
2.	Ryan Furbush	84.49%	November 2022	November 2023
3.	Anthony Domingues	83.62%	May 2023	May 2024
4.	Irving Flores	82.42%	May 2023	May 2024
5.	Vincent Whisman	79.07%	June 2023	June 2024
6.	Morgan Thomas	74.95%	June 2023	June 2024
6.	Maiah Chrisope	74.70%	February 2023	February 2024

APPROVED:

 CHAIR

 DATE

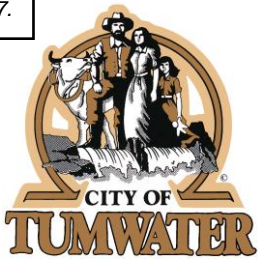
Added to the list:

Irving Flores
 Morgan Thomas
 Vincent Whisman

Removed from List:

Michael Silva – FCI
 Justin Hatt - FCI

*approved conditionally by the Chief Examiner



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CIVIL SERVICE COMMISSION

FIREFIGHTER/PARAMEDIC

Examination Date:

Continuous

Approval Date:

July 2023

Expiration Date:

July 2024

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Hansen, Gerig	83.89%	April 2023	April 2024
2	Abernathy, William	83.44%	April 2023	April 2024
3	Hurst, Gracen	81.28%	April 2023	April 2024
4	Rylaarsdam, Nate	78.90%	July 2023	July 2024

APPROVED:

 CHAIR

 DATE

Added:

Nate Rylaarsdam

Removed:

N/A

TO: Civil Service Commission
FROM: Juliann McGarva, Chief Examiner
DATE: 7/13/2023
SUBJECT: Civil Service Exam Update for PSSI

1) Recommended Action:

Approve the previously accepted Police Services Specialist I exam as an active Continuous recruitment.

2) Background:

We have gone through the recruitment process three times but have not been successful with hiring for the position. Rather than continuing to create a new exam plan and bring it back to the Commission, we would like to make it an active continuous recruitment. Currently the position is been put on hold by the Executive Management, but we would like to be prepared to move quickly once that hold has been released.

3) Alternatives:

- ☐ Reject the request to change and continue to bring a new exam plan to the Commission at a later date.
-

4) Attachments:

A. Police Services Specialist Exam Plan

Police Services Specialist I – Exam Plan
Tumwater Civil Service Commission – January 2023
Active Continuous

Application – All candidates meeting minimum qualification will move to Matrix Rating. Minimum score of 70% is passing and will move to oral board.

Matrix Rating - 20% of Final Score

Rating Category	
Education and Training	25%
Criminal Justice Knowledge	25%
Diversity and Inclusion	25%
Problem Solving	25%

70% Passing Score

Oral Board Exam – Ten (10) questions 100 total points – **80% of Final Score**

Dimensions Scored	Weight
Job Related Education & Experience	30%
Team and Service Orientation	30%
Judgement & Decision Making	20%
Communication Skills	20%

Three panelists: One external police administrative manager; one TPD Lieutenant, one administrative employee or community member with knowledge of the position

Final Score – 20% Matrix Rating, 80% Oral Board Exam, plus veteran's preference points

Chief's Interview