



**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, December 08, 2022
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. November 10, 2022 Meeting Minutes
5. December Status of Eligibility Lists
6. Police Services Specialist II Eligibility List
7. Entry Level Police Officer Eligibility List
8. Civil Service Position Updates
9. Civil Service Rule Interpretation Reversion 9.02.05
10. Probationary Period Extension Request
11. Executive Session:
 - a. Potential Litigation pursuant to RCW 42.30.110(1)(i)
12. Adjourn from public meeting to Executive Session (separate Zoom Link)
13. Completion of Business from Regular Meeting if Needed.
14. Updates
15. Next Meeting Date - 01/12/2023
16. 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.

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<https://us02web.zoom.us/j/82397546081?pwd=N2ZHZ3FVVTdTcUZFMElbnYwK0UxQT09>

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Call (253) 215-8782, listen for the prompts and enter the Webinar ID 823 9754 6081 and Passcode 911461

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
November 10, 2022 Page 1**

CONVENE: 5:34 p.m.

PRESENT: Chair Eric Trimble and Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Fire Chief Brian Hurley, and Police Commander Jay Mason.

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

APPROVAL OF MINUTES, SEPTEMBER 8, 2022:

MOTION: **Commissioner Tee moved, seconded by Chair Trimble, to approve the minutes of September 8, 2022 as published. A voice vote approved the motion.**

NOVEMBER OF ELIGIBILITY LISTS: Chief Examiner Trujillo referred to highlighted changes to the Eligibility List. The Assistant Fire Chief list has expired. A new Entry Level Firefighter Eligibility List is scheduled for consideration later in the meeting. A Lateral Firefighter Paramedic Eligibility List was provisionally approved in September and requires the Commission's approval. The Entry Level Police Officer Eligibility List is an active continuous list.

LATERAL FIREFIGHTER PARAMEDIC ELIGIBILITY LIST: Chief Examiner Trujillo reported firefighter paramedic positions are popular and difficult to recruit because of market competition. Three individuals initially applied for the Lateral Firefighter Paramedic position. Of the three applicants, two withdrew leaving one applicant. That applicant completed and passed all test phases. The proposed Eligibility List includes the name of the applicant. Chief Examiner Trujillo advised that he provisionally approved the list to enable the Fire Department to continue through recruitment process. Until the Commission approves the list, the Fire Department is not able to hire from the list.

Chair Trimble inquired about the applicant's current place of employment. Fire Chief Hurley advised that the applicant is currently employed with the South Beach Regional Fire Authority in Westport, Washington. The applicant has worked for the agency since 2010.

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

ENTRY LEVEL PARAMEDIC/FIRE Chief Examiner Trujillo presented the continuous examination Eligibility List for Entry Level Paramedic/Firefighter. The City sources candidates through

TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
November 10, 2022 Page 2

**FIGHTER
 ELIGIBILITY
 LIST:**

Thurston County Medic One. Two candidates are proposed for inclusion on the list. Because of the competitiveness of the position, he provisionally approved the Eligibility List to afford the recruitment process to move forward.

Commissioner Tee asked whether the City limits its search of candidates only to Medic One. Chief Examiner Trujillo said he believes Medic One is the only source but is unsure as to whether the practice is mandated.

Fire Chief Hurley explained that candidates can apply through the City; however, the evaluation process for paramedic skills is completed by Thurston County Medic One. Several times during the year, candidates are invited to apply and participate. Medic One is the source of qualified candidates for the cities of Lacey, Olympia, and Tumwater. The candidates are also required to complete the Public Safety Testing written test. If the candidate passes the test, the applicant is included on the list for the Commission's consideration. The paramedic evaluation is completed by Medic One.

MOTION:

Chair Trimble moved, seconded by Commissioner Tee, approve the Entry Level Paramedic/Fire Fighter Eligibility List as presented. A voice vote approved the motion.

**ENTRY LEVEL
 FIREFIGHTER
 ELIGIBILITY
 LIST:**

Chief Examiner Trujillo reported the City utilizes an open competitive process for entry level firefighters. Thirty-nine applicants submitted applications, which are fewer than in prior recruitments; however, at the time of recruitment, no openings existed. Of the 39 applicants, 29 passed the testing process and are proposed for inclusion on the Eligibility List. Diverse applicants include a female minority applicant and three female candidates. The scores were shared with applicants on October 25, 2022. No appeals were submitted based on scores. The proposed list is effective until November 2023 and supersedes the existing list expiring at the end of November.

Chair Trimble asked whether any firefighter volunteers were included on the list. Fire Chief Hurley advised that one candidate is a current volunteer at the Fire Department.

MOTION:

Chair Trimble moved, seconded by Commissioner Tee, to approve the Entry Level Firefighter Eligibility List as presented. A voice vote approved the motion.

**ENTRY LEVEL
 POLICE OFFICER
 ELIGIBILITY
 LIST:**

Chief Examiner Trujillo reported on the results of the Entry Level Police Officer process, a continuous examination process because of the timeline necessary to hire and train new officers. This recruitment process resulted in six applicants comprised of one female and five males. Five of the applicants passed the testing process. No appeals were filed. The proposed Eligibility List includes the names of the candidates.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
November 10, 2022 Page 3**

Commissioner Tee inquired as to whether any diverse applicants were included on the list. Chief Examiner Trujillo said only one female applied with no other minority candidates applying.

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

UPDATES: Commissioner Tee asked about continuing outreach efforts to attract female and minority applicants for any of the eligibility lists. Chief Examiner Trujillo replied that the Fire Department and the City have pursued additional efforts to actively recruit females and minority applicants for entry level firefighter positions. Additionally, some process obstacles have been removed, as well as pursuing a number of outreach activities. For the last recruitment, City staff resources were focused on the work for the Regional Fire Authority proposal as well as other activities resulting in less outreach efforts than in previous recruitments. The Fire Department has also conducted open houses focused to attract female applicants.

Fire Chief Hurley added that the IDEA Team was instituted to assist the City in building outreach programs to attract a pool of diverse candidates. Although COVID stalled many efforts, the City plans to visit schools and utilize social messaging to convey information about hiring opportunities within the fire service.

Police Commander Mason explained that the recruitment efforts within the Police Department have been challenging because the City uses Public Safety Testing to complete initial vetting of applicants, which places the Police Department in direct competition with other police department in the state. Unlike the Fire Department, which administers its testing process for entry level candidates, the Police Department uses Public Safety Testing to complete the written and physical testing process. Names of the applicants successfully completing those tests are forwarded to the Police Department. The department continues to discuss ways to improve the recruitment process. It has been difficult to target individuals or groups because they often test for other police departments within a certain geographic area. Applicants have the choice of testing for specific departments across the state. The department advertises recruitments on the City's social media platforms.

Commissioner Tee asked whether the City uses social media platforms that target specific minority communities. Police Commander Mason replied that he is not aware of any social media platforms that target specific communities. The department has extended recruitment opportunities to Joint Base Lewis McChord.

Chair Trimble explained that previously, Public Safety Testing outreached to different minority communities through strategic advertising and advertising

TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
November 10, 2022 Page 4

outside the state in areas with a diverse population. In the past, Public Safety Testing conducted testing outside the state to attract more diverse applicants, as well as military applicants. The company has also hosted recruitment fairs and events at different locations and on college campuses. The City receives the benefit of those recruitment efforts by Public Safety Testing; however, applicants have the option of selecting the department.

Commissioner Tee said he has experience in assisting an agency in outreaching to minority groups where there is a higher concentration of minority or diverse applicants. He has assisted agencies in advertising through radio stations that broadcast to Hispanics and other ethnic populations. He asked about the feasibility of the City utilizing some of those methods. Chief Examiner Trujillo replied that Public Safety Testing is pursuing many of those advertising opportunities; however, testing is different than in previous years as the process has transitioned to online testing, which has opened up the process across the state. The City is working on targeted diversity recruitment for City positions. One group the City has connected with is a local Latino organization to attract Latino applicants. The Latino population is the fastest growing minority population in the City. He conceded that more efforts are possible and that there is room for growth for the City in this area.

Chief Examiner Trujillo reported the Local International Association of Firefighters Local 2409 voted to approve its contract with the City. The contract includes reclassification of several Fire Captains to Battalion Chiefs. The City plans to present the reclassifications to the Commission for approval in December. The Commission is also scheduled to consider a reversion list at the December meeting. Efforts continue on recruitment of the vacant position on the Commission through the City's advertising and recruitment process, as well as with several different civic organizations.

Chief Examiner Trujillo spoke to the planned conversion of minutes to action versus detailed minutes. He previously described the conversion incorrectly as he understood the minutes service, Puget Sound Meeting Services, was no longer providing the service, which was incorrect. The City has elected to prepare minutes differently by using an action minute format with recordings available for individuals who want to review details of a meeting.

Fire Chief Hurley reported Mark Armstrong, Fire Prevention Officer, was recently selected as *Firefighter of the Year*. Fire Prevention Officer Armstrong has been with the Fire Department since 1999 and assumed the Fire Prevention Officer position last year. The Council will recognize his achievement at the next Council meeting.

The department has offered two conditional offers to firefighter paramedic candidates. One candidate is a lateral candidate and the second is an entry level candidate.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
November 10, 2022 Page 5**

Moving forward to 2023, personnel changes include new Fire Lieutenant positions and Fire Captains reclassified to Battalion Chiefs.

Police Commander Mason reported one entry level officer is attending the police academy and is scheduled to graduate in January 2023. The department is working to fill one vacant position. The department has experienced stability in personnel and does not foresee any personnel losses other than developing a strategy to address pending retirements in the next several years.

Commissioner Tee expressed appreciation to staff for their efforts.

**NEXT MEETING
DATE:**

The next meeting is scheduled on Thursday, December 8, 2022.

ADJOURNMENT:

Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 6:09 p.m. Motion carried.

Eric Trimble, Chair

James Trujillo, Secretary Chief Examiner

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

STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – December 2022

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	July 2022		July 2023
Captain-Medical Services Officer Promotional	May 2022		May 2023
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	November 2022		November 2023
Lateral Firefighter / Paramedic	October 2022		October 2023
Paramedic Lieutenant	July 2022		July 2023
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	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	June 2022		June 2023
Police Svc Specialist II	December 2022		December 2023

Tumwater Civil Service Commission



CIVIL SERVICE COMMISSION

RESULTS OF TESTING: Police Services Specialist II

Testing for this list was authorized by the Commission on 8/10/2022 This exam was a(n) open competitive The examination began on 8/18/2022 and ended on 11/8/2022.

Candidates participated in an II phase examination to determine advancement to the proposed eligibility list.

A written examination and an oral board examination were administered. The Oral Boards were administered in two separate dates spanning both October and November.

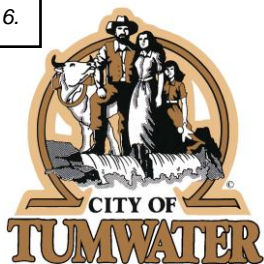
The following statistics reflect various aspects of this recruitment:

Statistics	Data
Number of Applicants	29
Number of ADA accommodations requested	0
Number of Female Applicants	12
Number of Male Applicants	17
Number of Diverse Applicants	11
Number of Applicants passing Phase I	20
Number of Applicants passing Phase II	7
Number & percentage of women or diverse candidates passing all phases and on proposed eligibility list	2/7%
Number & percentage passing all phases and on proposed eligibility list	5/17%

All applicants have been notified of their scores to date and of their right to protest their scores. Appeals received to date: 0

[Click or tap here to explain any appeals, or leave blank.](#)

The results of this examination will be on file per civil service rules for five years following the adoption of this list.



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 555 Israel Road SW
 Tumwater, WA 98501-6515
 Phone: 360-754-5855
 Fax: 360-754-4126

CIVIL SERVICE COMMISSION
POLICE SERVICES SPECIALIST II

Examination Date: November 2022
 Approval Date: December 2022
 Expiration Date: December 2023

RAN K	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Dianna Lee Sumpter	90.30%	November 2022	November 2023
2.	Griffin Shea	79.90%	December 2022	December 2023
3.	Melissa Shannon	77.49%	November 2022	November 2023
4.	Zachary Kemp	75.05%	December 2022	December 2023
5.	Ryan Freitas	74.98%	November 2022	November 2023

APPROVED:

 CHAIR

 DATE

Added to the list:

Griffin Shea
 Zachary Kemp

Removed from List:

King, Kellin (withdrew)



CIVIL SERVICE COMMISSION

RESULTS OF TESTING: Entry Level Police Officer December 2022

This is a continuous examination. This exam was a(n) open competitive.

Candidates participated in a II phase examination to determine advancement to the proposed eligibility list.

No additional information.

The following statistics reflect various aspects of this recruitment:

Statistics	Data
Number of Applicants	8
Number of ADA accommodations requested	0
Number of Female Applicants	0
Number of Male Applicants	8
Number of Diverse Applicants	2
Number of Applicants passing Phase I	8
Number of Applicants passing Phase II	5
Number & percentage of women or diverse candidates passing all phases and on proposed eligibility list	2/25%
Number & percentage passing all phases and on proposed eligibility list	63%

All applicants have been notified of their scores to date and of their right to protest their scores. Appeals received to date: One

One appeal received regarding the entry level police eligibility list approved on 11/10/22.

The results of this examination will be on file per civil service rules for five years following the adoption of this list.



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CIVIL SERVICE COMMISSION

POLICE OFFICER – ENTRY LEVEL

Examination Date: Continuous
 Approval Date: December 2022
 Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Matthew Meshesha	90.06%	December 2022	December 2023
2.	Austin Hodnett	86.46%	December 2022	December 2023
3.	Ryan Furbush	84.49%	November 2022	November 2023
4.	Fausto Herrera	78.97%	December 2022	December 2023
5.	Dakota Roice	78.89%	December 2022	December 2023
6.	Marvin Hernandez	77.78%	May 2022	May 2023
7.	Matthew Callahan	75.47%	December 2022	December 2023

APPROVED:

 CHAIR

 DATE

Added to the list:

Matthew Meshesha
 Austin Hodnett
 Fausto Herrera
 Dakota Roice
 Matthew Callahan

Removed from List:

Emilo Rangel
 Andrew Dorosz
 Colton Ketter
 Tanner Thoreson
 (all removed due to not passing Chief's interview)

TO: Civil Service Commission
FROM: James Trujillo, ASD Director and Chief Examiner
DATE: 12/1/2022
SUBJECT: Civil Service Rule Position Updates

1) Recommended Action:

Update Civil Service Rule 21 (21.01 Fire Service Classifications) to eliminate the Fire Captain role in place of an updated Battalion Chief position.

2) Background:

During negotiations the City and IAFF Local 2409 agreed to create an updated Battalion Chief position that would replace the Fire Captain position. The Fire Captain position is being replaced in several municipalities with the Battalion Chief role as a chief operational position leading the Fire Battalion in accordance with the department's staffing model. The changes benefit the City and employees

3) Alternatives:

☐ Reject the request to change the position descriptions.

4) Attachments:

A. Battalion Chief position description

Class Title: Battalion Chief

Class Code: 435

Department: Fire & Emergency Svcs.

Reports to: Assistant Fire Chief

Salary Grade: Per Contract

FLSA Status: Non-Exempt/OT Eligible

Representation: Represented

FTE Status: Hourly/Salaried

Flex Schedule Available: No

Competency Level: Supervisor

General Description:

Performs professional and supervisory work in directing the operations and activities of the fire suppression, daily activities and emergency medical functions of the Fire Department. Responsible for educating personnel about and enforcing standards, policies and procedures; actively coaches and promotes employee development, including mentoring and evaluation; plans and coordinates department programs and assists with division administration and management.

Distinguishing Characteristics:

As the department's lead person on a work shift, the Battalion Chief Job involves supervision of subordinate supervisor(s) who may be working in another fire station. The Battalion Chief is the critical employee in the implementation and reinforcement of department standards, policies and procedures.

Essential Job Functions:

- Plans, organizes, and supervises the day-to-day activities of full-time firefighters; prepares daily and weekly schedules for training, equipment maintenance and other related duties.
- Assumes command at emergency scenes; places duty companies and supervises rescue, exposure, confinement, extinguishment, ventilation, salvage and overhaul activities. Responds to all structural fires while on duty and while off as requested and needed.
- Administers and coordinates Departmental programs as assigned by the Assistant Chief.
- Makes recommendations to supervisors for the development of departmental fire suppression and prevention goals, objectives, and priorities; coordinates and supervises assigned programs and procedures to meet established goals.
- Schedules and oversees inspection of fire suppression equipment and vehicles to assure departmental standards and operating procedures regarding general appearance, working condition, and safety are met.
- Develops and implements modern fire suppression training programs; leads or oversees drills; maintains records of training activities of the shift.

Class #435 Battalion Chief

- Makes recommendations for the fire suppression and prevention annual operating budget.
- Evaluates shift personnel; investigates personnel incidents or problems; enforces department policies and procedures and makes recommendations and/or takes appropriate personnel management actions.
- Briefs and debriefs subordinates on shift activities and incidents.
- Acts as liaison with public, local and State agencies and the City of Tumwater regarding fire suppression and prevention matters.
- Supervises inspection and maintenance of apparatus, equipment and station facilities.
- Supervises shift activity, record reporting, and maintenance and retention programs; prepares required State and local reports.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Abilities:

- Extensive knowledge of department policies, rules and regulations, and controlling laws and ordinances pertaining to fire suppression and fire prevention.
- Considerable knowledge of methods, materials and equipment used in fire suppression and EMS.
- Considerable knowledge of current personnel administration, labor-management, and supervisory practices and techniques.
- Knowledge of technical aspects affecting fire control such as travel of fire, flame propagation, fire behavior, and effects of fire spread in building construction.
- Knowledge of full range of employee development, mentoring, coaching, and training methods, techniques, and practices.
- Knowledge of current practices, methods, techniques and regulations pertaining to employee selection, evaluation, and discipline.
- Knowledge of issues and problems encountered in employee relations, labor relations, human relations, and customer service.
- Knowledge of full range of safety regulations, workplace safety awareness programs, accident prevention programs, and hazard identification, mitigation, and avoidance programs.

Class #435 Battalion Chief

- Knowledge of other fire department operations, such as fire prevention, fire inspection, arson investigation, emergency/disaster preparedness, and public safety education.
- Knowledge of codes and ordinances affecting firefighter safety, fire safety and engineering, fire protection systems and laws pertaining to the crime of arson.
- Skill in translating plans and strategies determined by upper management into action at the operating level.
- Skill in analyzing complex issues and situations; and recommending effective solutions.
- Skill in planning, organizing, directing, controlling, and supervising the work of others.
- Skill in developing, revising, and implementing routine and complex short and long range operations plans.
- Skill in formulating and setting goals and objectives that are congruent with departmental plans, missions, and service standards.
- Skill in motivating, encouraging, mentoring, and inspiring workers to meet productivity, safety, customer service, and behavior goals.
- Skill in performing, monitoring, and insuring quality standards are met in the routine, emergency, and technical work performed by employees.
- Skill in using data, performance measures, and employee input to make improvements in systems, structures, and services.
- Skill in performing fire suppression and emergency activities, including administration of pre-hospital emergency medical care to the Washington State EMT level.
- Skill in selecting and applying verbal and written communication methods to inform, persuade, motivate, counsel, advise, and direct.
- Ability to execute fire and disaster plans under emergency and hazardous conditions.
- Ability to effectively schedule, assign and evaluate work of subordinates.
- Ability to assist in the preparation of departmental budget, policy and regulation recommendations.
- Ability to tactfully deal with City and department staff members at all levels, the general public, developers, and business owners regarding service delivery issues, complaints, discipline, performance evaluation, policies, code requirements, compliance and violations.
- Ability to inform, persuade and effectively negotiate alternatives to compliance and problem resolution in the best interests of the public.
- Ability to effectively coordinate, monitor, and complete multiple, ongoing projects, tasks, and assignments under demanding deadlines, emergency conditions, and in dangerous situations.
- Ability to effectively assume fire incident command.
- Ability to maintain high personal level of motivation, job satisfaction, and productivity.

Class #435 Battalion Chief

- Ability to understand, use, and apply management and administrative information systems, technical manuals, policies, guidelines, and procedures.
- Ability to make sound decisions and use good judgment in both routine and emergency situations.
- Ability to travel to and access diverse indoor and outdoor work locations throughout the urban area to supervise, inspect, review, and monitor work, working conditions, or progress toward goals.
- Ability to communicate effectively using a variety of methods and in a variety of settings and situations with the public, senior management, employees at all organization levels, administrators, and officials.
- Ability to successfully and skillfully operate individual and crew served vehicles, apparatus, and equipment and perform firefighter and emergency medical technician work in all conditions if needed.

Minimum Qualifications:

Must be able to pass, or have medical transcripts which demonstrate successful completion of, a LEOFF II medical examination or any other standard physical examination as may be required by the City of Tumwater or the State of Washington. Must be able to meet the requirements of the Rules and Regulations of the Tumwater Civil Service Commission which may encompass requirements regarding minimum age, education, physical strength and agility or other job-related qualifications.

Five years experience as a firefighter and two years experience in a fire department supervisory position (must have completed probation as a Lieutenant in the Tumwater Fire Department) and recognized training in Fire Officer I and II, Instructor I and II, and Incident Safety Officer.

Must have completed or be enrolled in the JATC Officer Program.

Preferred:

Five years of experience as a municipal fire department fire supervisor or an Associate of Arts Degree in Fire Science or a related field, two years' experience as a fire suppression supervisor.

Training/Licenses/Certifications:

A valid Washington State driver's license is required. Must maintain a current Washington State/Thurston County EMT certification.

Class #435 Battalion Chief

Supplemental Information

Contacts:

- Interpersonal contact is of major importance in supervising and conducting assigned functions.
- The Battalion Chief has daily contact with all members of the Fire Department and the general public for the purpose of supervising, educating or sharing information, and/or problem resolution.
- The Battalion Chief must resolve both technical and interpersonal problems encountered while conducting evaluations, discipline, and counseling.

Supervision:

Supervision is provided by the Assistant Fire Chief of Operations through general review and evaluation of achievement of departmental objectives and efficiency of operations. Supervision of subordinate full-time and volunteer personnel is required.

Accountability:

The Battalion Chief is accountable for supervising and assuring the efficient and safe operation of training, on-going suppression, emergency medical and prevention functions, compliance with a variety of codes and Department policies, procedures, training and safety standards, and effective employee supervision.

Working Conditions:

- The Battalion Chief is assigned to a 24-hour shift. The shift schedule is a 4-platoon model.
- Additional shifts may be required if warranted by circumstances and events.
- While conducting training or in command at the scene of a fire or emergency, working conditions vary according to the nature of the scene and may, at times, be extremely hazardous.
- Work involves exposure to weather conditions, all types of terrain, slippery surfaces, hazardous materials, chemicals, toxic fumes and smoke.

Physical requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Battalion Chief must be able to work in all of the working conditions listed. The Battalion Chief may also have to perform task level

Class #435 Battalion Chief

operations such as hose deployments, patient extrication, and a variety of other physically demanding tasks.

Specific physical requirements and typical working conditions for this position are on file in the Administrative Services Department.

The City of Tumwater is an Equal Opportunity Employer (EOE), committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

TO: Civil Service Commission
FROM: James Trujillo, ASD Director and Chief Examiner
DATE: 12/1/2022
SUBJECT: Civil Service Rule Interpretation Reversion 9.02.05

1) Recommended Action:

Approve Chief Examiner interpretation of the Civil Service Rule 9.02.05 to include Paramedic Fire Lt. transfer rights to Fire Lt. This change would allow an individual to revert to a Fire Lt. role even if the individual only held a Paramedic Fire Lt. role in the past. This change would only impact these two positions as they are in alignment with current rule language.

2) Background:

Civil Service rules regarding this matter were created to provide flexibility for the City and employees to meet the operating needs of the City and its citizens. Although the Lt. level is a leadership position with different expectations, the logic regarding Paramedic FF and FF transfer rights apply equally. The position descriptions between Fire Lt. and Paramedic Fire Lt. are virtually identical when compared. The only differences are inclusive of the higher knowledge requirements for Paramedic duties.

3) Alternatives:

- ☐ Reject the request to allow the reversion.
-

4) Attachments:

- A. Rule 9.02.05 attached in staff report on page 2

Civil Service Rule Attachment**9.02.05**

REVERSION. An eligibility list may be established for reversion from a current classification to a classification formerly held by the employee, provided the employee is currently employed by the City of Tumwater and has satisfactorily completed a probationary period in the former classification. Requests to be placed on the reversion eligibility list must be submitted in writing to the Civil Service Commission.

- a) Individuals who transferred from the classification of Firefighter/Paramedic to Firefighter and do not successfully complete the training and evaluation period may request placement on the reversion eligibility list. In the case of discharge, the employee must submit a request to be placed on the reversion eligibility list in writing to the Civil Service Commission prior to the effective date of discharge.
- b) Individuals on this eligibility list shall be ranked by seniority.

TO: Civil Service Commission
FROM: James Trujillo, ASD Director and Chief Examiner
DATE: 12/1/2022
SUBJECT: Probationary Period Extension Request

1) Recommended Action:

Approve the City's request to extend Fire Fighter Devin Gorman for about one month to allow completion of the mandatory 12 month probationary period.

2) Background:

Fire Fighter Gorman has requested leave. The leave may last up to 12 weeks but could end earlier. Depending on the employee's return to work date, the employee may complete probation as late as April 30, 2023 (estimated).

3) Alternatives:

☐ Reject the request to extend the probationary period.

4) Attachments:

A. Rule 13.02 attached to this report on page 2

Civil Service Rule Attachment

13.02 LENGTH OF PROBATIONARY PERIOD. The period of probation shall be twelve (12) calendar months from the date of appointment to a regular position. If an employee is absent from duty for a prolonged period while on approved or mandated training leave during a probationary period, and the appointing authority does not have a reasonable opportunity to evaluate the performance of the employee, the appointing authority may, with the approval of the Commission, calculate the probationary period on the basis of twelve calendar months of actual service, exclusive of the time away.