



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, July 11, 2024
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Civil Service Commission Minutes, June 13, 2024
 - b. Civil Service Commission Minutes, Final Amended, May 9, 2024
5. Status of July Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Lateral Firefighter Eligibility List
8. Approval of Lateral Police Eligibility List
9. Approval of Police Services Specialist I Exam Plan
10. Approval of Lateral Fire Prevention Officer Exam Plan
11. Updates
12. Next Meeting Date - 08/08/2024
13. 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 XXX 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

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**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
JUNE 13, 2024 Page 1**

CONVENE: 5:40 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

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

CHANGES TO AGENDA: Chief Examiner Sutherland advised of the availability of the Lateral Fire Prevention Officer Eligibility List with candidate names. The list was not included in the agenda packet, as scores had not been computed for the candidates when the packet was released.

APPROVAL OF MINUTES: CIVIL SERVICE COMMISSION MINUTES, MAY 9, 2024: Chair Tee requested a correction to the March meeting date on page 1 of the minutes to reflect March 21, 2024 rather than March 11, 2024.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of May 9, 2024 as amended. A voice vote approved the motion unanimously.**

STATUS OF ELIGIBILITY LISTS: Chief Examiner Sutherland reviewed the status of eligibility lists.

APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland reported the list includes 16 candidates, with five candidates added since last month. Three candidates have been removed.

Chair Tee requested information as to the reason for removal of the three candidates from the list. Chief Examiner Sutherland said one candidate's time on the list had expired and two candidates failed the Chief's interview.

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 LATERAL FIRE PREVENTION OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland reported the list was recently finalized with the names of eligible candidates included. One candidate is on the list with an exam score of 89%. The candidate is eligible to remain on the list until June 2025.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the**

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JUNE 13, 2024 Page 2**

Lateral Fire Prevention Officer Eligibility List as presented. A voice vote approved the motion.

**APPROVAL OF
LATERAL
FIREFIGHTER
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported the continuous list includes the addition of nine candidates with an expiration date of June 2025. No names were removed from the list.

Commissioner Chard asked about the status of candidates previously included on the list. Assistant Fire Chief Crimmins advised that the list, although continuous, was newly created with no other candidates on the list.

MOTION:

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

**APPROVAL OF
LATERAL
PARAMEDIC
FIREFIGHTER
ELIGIBILITY LIST:**

Chief Examiner Sutherland presented the proposed Lateral Paramedic Firefighter Eligibility List containing four candidates. All candidates are proposed for inclusion on the new continuous list.

MOTION:

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

UPDATES:

Fire Chief Hurley reported a Firefighter Paramedic recently completed the fire academy in North Bend and is working at the department. One Firefighter is scheduled to graduate from the South Sound Recruit Academy in the next several days. His will be joining a fire shift. A Firefighter Paramedic and a Firefighter are undergoing the conditional hiring process. The candidate for the Lateral Fire Prevention Officer position will be scheduled for the Chief's interview next week.

Police Chief Weeks recognized Police Officer Russ Mize for his 23 years of service to the department. Officer Mize retired last week along with his K-9, James. The department has two police officer vacancies. Three new employees are attending the police academy. A fourth employee successfully completed the second phase of the Field Training Program.

Chair Tee asked about the status of the candidate for the Commission position vacancy. Chief Examiner Sutherland said the status of the interview of the candidate is dependent upon the Mayor's schedule.

**NEXT MEETING
DATE:**

The next meeting is scheduled on July 11, 2024.

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JUNE 13, 2024 Page 3**

ADJOURNMENT: **Chair Tee moved, seconded by Commissioner Chard, to adjourn the meeting at 6:58 p.m.**

Simon Tee, Chair

Michelle Sutherland, Secretary Chief Examiner

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

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
MAY 9, 2024 Page 1**

CONVENE: 5:30 p.m. *A quorum was not attained when the meeting was convened.*

PRESENT: Chair Simon Tee (*Late*) 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: Based on recent oral boards for Entry Level Police Officer, the agenda was adjusted to reflect that the Entry Level Police Officer Eligibility list would include the May list in addition to the April list. The Exam Plan for the Lateral Fire Prevention Officer (FPO) Exam Plan was updated.

APPROVAL OF MINUTES: CIVIL SERVICE COMMISSION MINUTES, MARCH 21, 2024: Approval of minutes was deferred.

STATUS OF ELIGIBILITY LISTS: Chief Examiner Sutherland reported there have been no changes to the list.

Chair Simon Tee joined the meeting at 5:34 p.m. A meeting quorum was attained.

APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland advised of the recent completion of oral boards for Police Officer candidates. The eligibility list has been updated for May 2024 reflecting fourteen applicants, an addition of four applicants since the April list was established. The request is for approval of the Entry Level Police Officer Eligibility List for May 2024.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Entry Level Police Officer Eligibility List for May 2024 as presented. A voice vote approved the motion.**

APPROVAL OF ENTRY LEVEL FIREFIGHTER ELIGIBILITY: Chief Examiner Sutherland reported the current list expires in April 2025. The list contains 22 applicants. The request is for approval of the Entry Level Firefighter Eligibility List.

Chair Tee questioned whether the list was also presented during the March meeting. Chief Examiner Sutherland advised that the list was not presented to the Commission in March.

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

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MINUTES OF VIRTUAL MEETING
MAY 9, 2024 Page 2**

**APPROVAL OF
POLICE SERVICES
SPECIALIST II
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported the list contains seven candidates. The list was updated following the Commission's March meeting. As the Chief Examiner, she conditionally approved the list because the Commission was unable to meet in April.

MOTION:

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

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

Chief Examiner Sutherland presented the proposed Lateral Police Officer Eligibility List containing three candidates.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to approve the Lateral Police Office Eligibility List dated March 2024 as presented. A voice vote approved the motion.

**APPROVAL OF
PARAMEDIC
FIREFIGHTER
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported the examination for candidates was held in April. The proposed approval date of the list is from May 2024 through May 2025.

MOTION:

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

**APPROVAL OF FIRE
DEPARTMENT
ASSISTANT II EXAM
PLAN:**

Chief Examiner Sutherland presented the exam plan for the Fire Department Assistant II position. The position posting will be effective on May 10, 2024 and closes on May 24, 2024 at 5 p.m.

Chair Tee noted the exam plan includes three phases with the first phase comprising 40% of the final score with no scoring reflected for phase 2. He asked whether phase 2 is a pass or fail rather than a score. Chief Examiner Sutherland said staff is establishing the type of testing to utilize to determine the level of knowledge for office procedures, clerical duties, database entry, and word processing. At this time, the weight of the test has not been determined.

Fire Chief Hurley said he believes the score is included in the phase 1 score reflecting 40%.

Chair Tee asked about the number of veteran preference points allowed for the exam. Chief Examiner Sutherland replied that the maximum number allowed would be 10 points. The veteran preference points for eligible

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MINUTES OF VIRTUAL MEETING
MAY 9, 2024 Page 3**

candidates are added after the exam. Dependent upon the candidate's score, the applicant could achieve a score higher than 100 percent.

MOTION:

Chair Tee moved, seconded by Commissioner Chard, to approve the Fire Department Assistant II Exam Plan as presented. A voice vote approved the motion.

**APPROVAL OF
LATERAL FIRE
PREVENTION
OFFICER (FPO)
EXAM PLAN:**

Chief Examiner Sutherland requested approval of the Lateral Fire Prevention Officer Exam Plan as revised. The exam is open to both internal and external candidates. The posting date is May 10, 2024 with a closing date of May 24, 2024 at 5 p.m. The proposed exam varies minimally from the previous exam plan with some corrections to the exam plan.

Chair Tee asked whether the first phase of the exam must be passed to move forward to the next phases of the exam. Chief Examiner Sutherland affirmed the first phase is an application review. A candidate successfully passes the first phase by meeting a set of minimum qualifications. Phase 2 is the oral board interview.

Chair Tee asked whether the oral board includes 10 questions in four specific areas during a 30-minute interview. Chief Examiner Sutherland said the 25% score is assigned each for communication skills, compassionate and service orientation, critical thinking and problem solving, and working with the public. The applicant must achieve a minimum score of 70%. She confirmed the minimum number of veteran preference points of 10.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to approve the Fire Prevention Officer Exam Plan as presented. A voice vote approved the motion.

**APPROVAL OF
MARCH 21, 2024
MINUTES:**

MOTION:

Chair Tee moved, seconded by Commissioner Chard, to approve the minutes of March 21, 2024 as published. A voice vote approved the motion.

UPDATES:

Chair Tee thanked Commissioner Chard for chairing the meeting due to his difficulties in accessing the meeting remotely.

Chief Examiner Sutherland reported she received information about an interview of an applicant for the vacant Civil Service Commissioner position.

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MAY 9, 2024 Page 4**

Fire Chief Hurley reported two Paramedics and the Fire Prevention Officer are retiring at the end of June. The first exam plan was posted for internal candidates only. The department did not receive any applications from the original posting. The second exam plan will be open to all applicants.

One new hire completed the Fire Academy in North Bend. A second employee is scheduled to complete the Fire Academy in Thurston County.

Commissioner Chard conveyed his appreciation to both chiefs for posting information on Facebook expressing appreciation to new employees.

Police Chief Weiks said based on the Commission's final approval of the Police Service Specialist II Eligibility List, the department extended an offer to one of the candidates. The candidate accepted the offer and is scheduled to start on June 17, 2024. The applicant is moving to Tumwater from Dallas, Texas.

In term of the status of the Police Department patrol staff, one officer is participating in the Field Training Program, two officers are attending the Basic Law Enforcement Academy, and one officer is scheduled to attend the academy on June 4, 2024. The department has three police officer openings and is losing another officer to retirement at the end of June.

**NEXT MEETING
DATE:**

The next meeting is scheduled on June 13, 2024.

ADJOURNMENT:

With there being no further business, Commissioner Chard adjourned the meeting at 6:00 p.m.

Simon Tee, Chair

Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President, *Amended June 13, 2024*
Puget Sound Meeting Services, psmsoly@earthlink.net



STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – July 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		
Lateral Fire Prevention Officer	June 2024		June 2025
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	No List		
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:
Approval Date:
Expiration Date:

Continuous
July 2024
Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Keith KimDugan	94.25	August 2023	August 2024
2	Daniel Cork-Bennett	87.10	July 2024	July 2025
3	Jacob Olson	85.51	March 2024	March 2025
4	Daniel Wren	81.86	June 2024	June 2025
5	Jashaun Williams	81.71	July 2024	July 2025
6	Tyler Morrison	80.36	July 2024	July 2025
7	Tyler Piles	77.71	July 2024	July 2025
8	Brandon Hopkins	76.44	March 2024	March 2025
9	Matthew Dimain	74.93	February 2024	February 2025
10	Kevin Hegner	74.73	March 2024	March 2025
11	Stephen Caldwell	73.92	August 2023	August 2024
12	Adam Davis	72.98	May 2024	May 2025
13	Vu Ngoc Nguyen	72.75	March 2024	March 2025
14	Javier Villegas Magallon Jr	72.22	January 2024	January 2025

APPROVED:

CHAIR

DATE

Added to the list:

- Daniel Cork-Bennett
- Jashaun Williams
- Tyler Morrison
- Tyler Piles

Removed from List:

- Ryan Melby: Withdrew
- Austin Kidwell: FCI
- Nolan Foote: FCI
- Michael Childress: FCI
- (Jonathan) Cole Behrens: FCI



CIVIL SERVICE COMMISSION
Lateral Firefighter

Examination Date:
Approval Date:
Expiration Date:

Continuous
July 2024
Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Bryce Gibler	91%	June 2024	June 2025
2	Christopher White	86%	June 2024	June 2025
3	Ryan Fakkema	81%	June 2024	June 2025
4	Anthony Mitchell	78%	June 2024	June 2025
5	Isael Espinoza	78%	June 2024	June 2025
6	Jeremy Koenig	74%	June 2024	June 2025
7	Eric Reveles	72%	June 2024	June 2025

APPROVED:

CHAIR

DATE

Added to the list:

Removed from List:

- Anderson Nyeyit: FCI
- Gabriel Dorrough: Hired



CIVIL SERVICE COMMISSION

Lateral Police

Examination Date:Continuous
Approval Date:July 2024
Expiration Date:Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Jason Perkinson	99.3	August 2023	August 2024
2.	Matthew Anthony	91.5	June 2024	June 2025
3.	Theodore Ojeda III	91.3	August 2023	August 2024

APPROVED:

CHAIR

DATE

Added to the list:

Removed from List:

- Connor Duboiski

Police Services Specialist I – Exam Plan
Tumwater Civil Service Commission – July 2024
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

**Tumwater Fire Department
Lateral Fire Prevention Officer Exam Plan and Process
(Open to internal and external candidates)**

Posting 7/12/2024— Closing 7/26/2024 at 5:00 p.m.

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

1. High School graduation or GED certificate, and;
2. Two years full time experience as a firefighter
3. Completion of Department approved firefighter training to include an approved fire academy and Firefighter 1 & 2 certification, and;

Training/Licenses/Certifications:

1. A valid Washington state driver's license is required;
2. Current Emergency Medical Technician certification

Phase 2 – Oral Board – Week of 8/12/2024

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 – 9/12/2024

Chief's Interview Planned Completion –Mid September

Conditional Offers Planned By – Late September