



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, January 11, 2024
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of Minutes, December 14, 2023
5. Status of Eligibility Lists
6. Approval of Entry Level Police Eligibility List
7. Approval of Police Services Specialist II Eligibility List
8. Next Meeting Date - 02/08/2024
9. 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
DECEMBER 14, 2023 Page 1**

CONVENE: 5:44 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:**

MOTION: Chair Tee moved, seconded by Commissioner Chard, to add the Appointment of the Secretary/Chief Examiner to the agenda. A voice vote approved the motion.

**APPOINTMENT OF
SECRETARY/CHIEF
EXAMINER:** Chair Tee cited the letter of recommendation from Mayor Sullivan recommending the appointment of Michelle Sutherland as the Secretary/Chief Examiner for the Tumwater Civil Service Commission.

MOTION: Commissioner Chard moved, seconded by Chair Tee, to appoint Michelle Sutherland to the position of Secretary/Chief Examiner for the Tumwater Civil Service Commission. A voice vote approved the motion unanimously.

**APPROVAL OF
MINUTES OF
NOVEMBER 9, 2023:**

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of November 9, 2023 as published. A voice vote approved the motion.

**DECEMBER
ELIGIBILITY LIST
UPDATE:** Chief Examiner Sutherland reported the Police Services Specialist II Eligibility List was established in December 2023 with an expiration of December 2024.

**APPROVAL OF
ENTRY LEVEL
POLICE
ELIGIBILITY LIST:** Chief Examiner Sutherland reported the proposed list includes the addition of four new candidates. Six names are proposed for removal from the list for different reasons. The request is to approve the proposed list of candidates with expirations dates noted for each candidate on the list.

Chair Tee asked about the basis for removal of names from the list. Chief Examiner Sutherland advised that one name is proposed for removal as the individual has been hired by the department.

Police Chief Weiks added that of the six applicants, one applicant was hired, one applicant voluntarily removed their name from the list, two

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
DECEMBER 14, 2023 Page 2**

applicants failed their respective background investigations, and two applicants failed the Chief's interview.

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

APPROVAL OF ELIGIBILITY LIST POLICE SERVICES SPECIALIST II: Chief Examiner Sutherland reported two names are recommended for inclusion on the Police Services Specialist II Eligibility List. Interviews were completed in December. The request is for retention of the names on the list through December 2024.

Commissioner Chard asked whether the position is vacant at this time. Police Chief Weeks affirmed the position is vacant. Commissioner Chard asked whether the Chief anticipates hiring from the list. Police Chief Weeks explained that the list is considered a continuous list and the intent is to conduct an oral board in January 2024 with interviews of the two applicants in conjunction with other applicants.

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.**

PROBATIONARY EXTENSION: Fire Chief Hurley reported a Fire Lieutenant was promoted from Firefighter to Fire Lieutenant earlier in the summer. Following the promotion, the employee experienced a non-duty medical issue resulting in his inability to work for an extended period during the six-month probationary period. The individual was only able to work in the new position for one week before he was injured. The department anticipates the individual will return to work on a light duty assignment effective January 1, 2024 and will begin his probationary period with full duty anticipated by February 1, 2024. The request is to extend the individual's probationary period until June 30, 2024 to afford the full six month probationary period. Fire Chief Hurley identified the employee for the Commission.

MOTION: **Chair Tee moved, seconded by Commissioner Chard, to approve extending the probationary period for Fire Lieutenant Scott Kennedy until June 30, 2024. A voice vote approved the motion.**

UPDATES: Police Chief Weeks thanked Commissioners for their service during 2023.

Fire Chief Hurley reported in January 2024, the department plans to conduct the Battalion Chief testing for both the Fire Battalion Chief and the Battalion Chief Medical Services Officer positions. In January, staff is scheduled to brief the Public Health and Safety Committee on a proposal to hire up to three positions above the current employee limit in anticipation

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MINUTES OF VIRTUAL MEETING
DECEMBER 14, 2023 Page 3**

of retirements in 2024 to enable new employees to complete the fire academy.

Chair Tee asked whether the Commission approves the change in Civil Service rules for consistency with the Tumwater Municipal Code regarding the appointment process for the Secretary/Chief Examiner position. Chief Examiner Sutherland confirmed the Commission must approve the change. Staff plans to forward draft language to the Commission for review prior to placement on a future meeting agenda.

**NEXT MEETING
DATE:**

The next meeting is scheduled on Thursday, January 11, 2024 at 5:30 p.m.

ADJOURNMENT:

Chair Tee moved, seconded by Commissioner Chard, to adjourn the meeting at 6:00 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 – January 2024

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	No List		
Fire Lt. Promotional	May 2023		May 2024
Captain-Medical Services Officer Promotional	No List		
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	November 2022		November 2023
Lateral Paramedic Firefighter	March 2023		March 2024
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)	No List		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 Civil Service Commission



CIVIL SERVICE COMMISSION

POLICE OFFICER – ENTRY LEVEL

Examination Date:

Continuous

Approval Date:

January 2024

Expiration Date:

Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Keith KimDugan	94.25%	August 2023	August 2024
2.	Larry Wayne Doyle Jr	87.19%	January 2024	January 2025
3.	Rachel Reed	86.14%	January 2024	January 2025
4.	Jeffrey Phillips	84.11%	December 2023	December 2024
5.	David Vahey	83.24%	October 2023	October 2024
6.	Ruben Martinez Lemus	76.54%	January 2024	January 2025
6.	Brianne Trees	76.54%	January 2024	January 2025
8.	Jaden McCusker	75.08%	January 2024	January 2025
9.	Morgan Thomas	74.95%	June 2023	June 2024
10.	Maiah Chrisope	74.70%	February 2023	February 2024
11.	Stephen Caldwell	73.92%	August 2023	August 2024
12.	Javier Villegas Magallon Jr	72.22%	January 2024	January 2025

APPROVED:

CHAIR

DATE

Added to the list:

Larry Wayne Doyle Jr

Rachel Reed

Ruben Martinez Lemus

Brianne Trees

Jaden McCusker

Javier Villegas Magallon Jr

Removed from List:

Cory Jones: HIRED

Bailey Crowel: FCI

Aaron Wires: FCI

Nathan Iverson: FCI



CIVIL SERVICE COMMISSION

POLICE SERVICES SPECIALIST II

Examination Date:Continuous
Approval Date:January 2024
Expiration Date:Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Shawn Brooks	89.02	January 2024	January 2025
1.	Jeffrey Dela Cruz	81.48%	December 2023	December2024
2.	Christopher White	76.72%	December 2023	December 2024

APPROVED:

CHAIR

DATE

Added to the list:

Shawn Brooks

Removed from List: