



**CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**Online via Zoom**

**Thursday, July 14, 2022  
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - a. Approval of June 9, 2022 Minutes
5. July Status of Eligibility Lists
6. June Eligibility List: PSSI Clarification
7. Results and Eligibility List: Fire Fighter Lt.
8. Results and Eligibility List: Paramedic Fire Fighter Lt.
9. Results and Eligibility List: Paramedic FF
10. Results and Eligibility List: Lateral Police Officer
11. Results and Eligibility List: Entry Police
12. Civil Service Rules Change Proposal – Eligibility List
13. Updates
14. Next Meeting Date - 08/11/2022
15. 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.

**Watch Online**

<https://us02web.zoom.us/j/82397546081?pwd=N2ZHZ3FVVTdTcUZFMEFibnYwK0UxQT09>

**Listen by Telephone**

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](mailto: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](mailto: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](mailto:ADACoordinator@ci.tumwater.wa.us).

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
June 9, 2022 Page 1**

**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Eric Trimble and Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Police Chief Jon Weeks, and Fire Chief Brian Hurley.

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

**APPROVAL OF MINUTES, MAY 12, 2022:**

**MOTION:** Commissioner Tee moved, seconded by Chair Trimble, to approve the minutes of May 12, 2022 as published. Motion carried.

**JUNE STATUS OF ELIGIBILITY LISTS:** Chief Examiner Trujillo reported there have been no changes since the last update other than the proposed Police Service Specialist I list for consideration later in the meeting.

**RESULTS AND ELIGIBILITY LIST: LATERAL POLICE OFFICE:** Chief Examiner Trujillo reported the City received one application from a qualified candidate. The proposed list includes the removal of two names as their time on the list has expired resulting in a proposed list of four candidates. Staff recommends approval of the proposed eligibility list for Lateral Police Officer.

**MOTION:** Commissioner Tee moved, seconded by Chair Trimble, to approve the Lateral Police Officer Eligibility List as proposed. Motion carried.

**RESULTS AND ELIGIBILITY LIST: POLICE SERVICE SPECIALIST I:** Chief Examiner Trujillo advised that the City received 61 applications for the Police Service Specialist I position. The recruitment was open competitive and not promotional. The written exam was the first phase of the examination plan. Twenty three applicants completed the exam and nine completed the oral board (Phase 2). Seven applicants passed the oral board and are recommended for placement on the eligibility list.

Chair Trimble asked whether any of the applicants submitted appeals or protests with respect to their score. Chief Examiner Trujillo advised that the City contacted applicants after each phase of the examination process. After the written exam, several applicants asked questions and staff responded to the questions. No protests were filed and there were no requests to meet with staff to review the test results. Following the second phase, staff notified the applicants of their score and whether they were eligible to proceed to the Chief's interview.

Commissioner Tee asked that the document, "Results Of Testing For Police

## TUMWATER CIVIL SERVICE COMMISSION

### MINUTES OF VIRTUAL MEETING

June 9, 2022 Page 2

Service Specialist I” should be revised to reflect how many applicants passed a phase rather than “completing” a phase and replace “promotional recruitment” with “competitive recruitment.”

**MOTION:** Commissioner Tee moved, seconded by Chair Trimble, to approve Eligibility List: Police Service Specialist I with the changes as recommended. Motion carried.

**UPDATES** Police Chief Weiks reported Police Officer Tyler Brown recently completed Phase 1 of the Field Training Program and has moved on to Phase 2 and is performing very well.

Action is pending following the approval of the Police Service Specialist I Eligibility List. The next step is moving the selected candidate to the background phase. The incumbent is retiring from the position in the next two weeks. Hiring a replacement as soon as possible is a priority.

Police Service Specialist II Ross Rutledge is scheduled to retire at the end of July. At the July meeting, the Commission will consider a new eligibility list for the position to enable the department to fill the position. Following successful recruitment and placement, the department only has one remaining vacancy.

Fire Chief Hurley reported two new Firefighters who completed the fire academy are now working on shift. Both Firefighters are performing well. The department has issued an offer to a Paramedic candidate who likely will be hired effective August 1, 2022. The candidate has a substantial amount of fire experience and likely will not need to attend the fire academy but will complete a higher phase of the department’s apprenticeship program.

James Osberg accepted the Captain Medical Services Officer position and will begin on September 1, 2022.

The department completed the assessment center testing for the Fire Lieutenant and Paramedic Lieutenant. The process may result in another Paramedic vacancy with additional candidates for inclusion on the eligibility list for consideration by the Commission at its next meeting.

**NEXT MEETING DATE:** The next meeting is scheduled on July 14, 2022 at 5:30 p.m.

**ADJOURNMENT:** Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 5:43 p.m. Motion carried.

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
June 9, 2022 Page 3**

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Eric Trimble, Chair

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James Trujillo, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, [psmsoly@earthlink.net](mailto:psmsoly@earthlink.net)

## STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – July 2022

<b>Name of List</b>	<b>Date Established</b>	<b>Date Renewed</b>	<b>Date of Expiration</b>
Administrative Assistant	November 2021		November 2022
Assistant Fire Chief	October 2021		October 2022
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 2021		November 2022
Lateral Firefighter / Paramedic	No List		
Paramedic	No List		
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		

<b>Name of List</b>	<b>Date Established</b>	<b>Date Renewed</b>	<b>Date of Expiration</b>
Police Commander	No List		
Police Lt. Promotional	No List		
Police Sgt. Promotional	November 2021		November 2022
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	No List		

Tumwater Civil Service Commission



*CIVIL SERVICE COMMISSION*

**FIRE LIEUTENANT - PROMOTIONAL**

Examination Date:	June 2022
Approval Date:	July 2022
Initial Expiration Date:	July 2023

RANK	NAME	EXAM SCORE
1	Monti Sorem	85.37%
2	Duncan MacLeod	81.26%
3	Todd Mower	76.75%

APPROVED:

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CHAIR

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DATE



## ***CIVIL SERVICE COMMISSION***

### **RESULTS OF TESTING: Fire Lieutenant**

Testing for this list was authorized by the Commission in April 2022. Candidates within the existing ranks of the Tumwater Fire Department were invited to apply.

Candidates participated in a written exam and an assessment center to determine advancement to the proposed eligibility list. All candidates were invited to a written test that was held on May 26th. All passing candidates were then advanced to an assessment center that was conducted on June 9<sup>th</sup>. One candidate was unable to participate due to health reasons.

The following statistics reflect various aspects of this recruitment

Number of applicants	5
Number of applicants participating	5
Number of ADA accommodations requested	0
Number of Female Applicants	0 / 0%
Number of Male Applicants	5 / 100%
Number participating in Phases I, II.	4 / 80%
Number & percentage passing all phases and on proposed eligibility list	3 / 60%

All applicants have been notified of their scores to date and of their right to protest their scores. No appeals have been received to date.

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





*CIVIL SERVICE COMMISSION*

**PARAMEDIC LIEUTENANT - PROMOTIONAL**

Examination Date: June 2022  
 Approval Date: July 2022  
 Initial Expiration Date: July 2023

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>
1	Monti Sorem	90.69%
2	Todd Mower	80.38%

APPROVED:

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CHAIR

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DATE



## CIVIL SERVICE COMMISSION

### RESULTS OF TESTING FOR PARAMEDIC LIEUTENANT July 2022

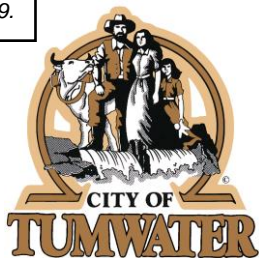
Testing for this list was authorized by the Commission in April of 2022. Candidates within the existing ranks of the Tumwater Fire Department were invited to apply.

An oral board was held on June 29, 2022. A score of 70% or greater was needed for placement on the eligibility for hire list.

The following statistics reflect various aspects of this recruitment, thus far.

Number of applicants	2
Number of applicants participating	2
Number of ADA accommodations requested	0
Number & percentage passing	2/100%

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*

### **FIREFIGHTER/PARAMEDIC**

Examination Date:  
Approval Date:  
Expiration Date:

Continuous  
July 2022  
Continuous

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1	Barrie, Kaylynn	91.51%	July 2022	July 2023
2	Howell, Jarrod	85.28%	April 2022	April 2023
3	Pederson, Craig	83.84%	July 2022	July 2023
4	Abernathy, William	83.44%	April 2022	April 2023
5	Savenok, Daniel	83.39%	July 2022	July 2023
6	Townsend, Elliott	82.12%	April 2022	April 2023
7	Scott Roy	80.94%	July 2022	July 2023
8	Frost, Alexander	80.12%	April 2022	April 2023
9	Carter, Daegen	78.83%	April 2022	April 2023

APPROVED:

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CHAIR

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DATE

**Added:**

Kaylynn Barrie  
Craig Pederson  
Scott Roy  
Daniel Savenok

**Removed:**

Andrew Weinstein (hired)



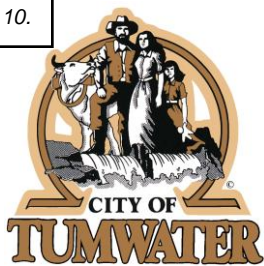
## CIVIL SERVICE COMMISSION

### RESULTS OF TESTING FOR FIREFIGHTER/PARAMEDIC July 2022

Eleven (11) candidates were placed on the Thurston County Medic One Paramedic Hiring List in June 2022. From this list, four (4) candidates submitted written scores from the Firefighter exam and were added to Tumwater's Firefighter/Paramedic eligibility list. One (1) candidate name was removed from the previous list. There are nine (9) candidates on the current eligibility list.

The Chief can hire from the top seven candidates on the eligibility list.

Examination results will remain on file for five years as required by civil service rules.



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**CIVIL SERVICE COMMISSION**  
**POLICE OFFICER – LATERAL**

Examination Date:  
Approval Date:  
Expiration Date:

Continuous  
July 2022  
Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Samantha Ortona	92.70%	November 2021	November 2022
2.	Jordan Morine	90.00%	June 2022	June 2023
3.	Jocelyn Giammalva	72.5%	July 2022	July 2023

APPROVED:

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CHAIR

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DATE

**Added to list:**

Jocelyn Giammalva

**Removed from list:**

Travis Elisara – expired  
Tyler Turpin – expired



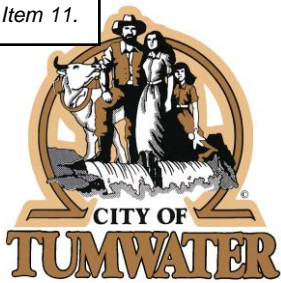
## CIVIL SERVICE COMMISSION

### RESULTS OF TESTING FOR LATERAL POLICE OFFICER July 2022

The City received one (1) new application from a qualified candidate since the last update to this list. Two (2) names were removed. The list contains three (3) names.

The Chief can hire from the top seven.

Examination results will remain on file for five years as required by Civil Service rules.



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*CIVIL SERVICE COMMISSION*

**POLICE OFFICER – ENTRY LEVEL**

Examination Date:  
Approval Date:  
Expiration Date:

Continuous  
July 2022  
Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Griffin Shea	92.84%	July 2022	July 2023
2.	Charles Jumba	85.18%	July 2022	July 2023
3.	Marvin Hernandez	77.78%	May 2022	May 2023
4.	Lawyer Tillman	76.63%	July 2022	July 2023
5.	Jenna Seagrove	72.55%	July 2022	July 2023

APPROVED:

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CHAIR

\_\_\_\_\_  
DATE

**Added to the list:**

Charles Jumba  
Griffin Shea  
Lawyer Tillman  
Jenna Seagrove

**Removed from List:**

Samuel Hammon – Hired  
Peter Lesauski – Disqualified  
Inman Roshan – Disqualified  
Connor Clark – Disqualified  
Bryson Crisp – Disqualified



## CIVIL SERVICE COMMISSION

### RESULTS OF TESTING FOR ENTRY LEVEL POLICE OFFICER June 2022

Oral boards were held on June 21, 2022, and four (4) of the six (6) candidates interviewed passed with 70% or higher. These candidates were added to the eligibility list. Five (5) candidates have been removed. The list now contains five (5) candidates. The Chief can hire from the top seven.

Examination results will remain on file for five years as required by civil service rules.



**9.09 APPROVAL OF ELIGIBILITY LISTS.** In normal circumstances, the Commission certifies eligibility lists. In addition, the Commission authorizes the Secretary/Chief Examiner to certify eligibility lists in the following circumstances:

- (a) when business needs require timely action for recruitment;
- (b) or in the event that the Commission is unable to meet to certify eligibility;
- (c) or for continuous recruitment eligibility lists.

A report of eligibility list certifications made by the Secretary/Chief Examiner shall be provided to the Commission in the next regular Commission meeting.