



CITY OF
TUMWATER

**CIVIL SERVICE COMMISSION
MEETING AGENDA**

**Online via Zoom in Person Tumwater
City Hall: Sunset Room**

**Thursday, September 14, 2023
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of August 10, 2023 Minutes
5. Status of Eligibility Lists
6. Approval of Entry Level Police Eligibility List
7. Approval of Entry Level Firefighter Exam Plan
8. Paramedic Firefighter Lateral Exam Plan
9. Updates
10. Next Meeting Date: October 12, 2023
11. 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.

STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – September 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	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	Active Continuous		Active Continuous
Police Svc Specialist II	December 2022		December 2023

Tumwater Civil Service Commission



CIVIL SERVICE COMMISSION

POLICE OFFICER – ENTRY LEVEL

Examination Date:

Continuous

Approval Date:

September 2023

Expiration Date:

Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Keith KimDugan	94.25%	August 2023	August 2024
2.	Ryan Furbush	84.49%	November 2022	November 2023
3.	Alexander Horn	84.12%	September 2023	September 2024
4.	Jordon Davidson	83.18%	September 2023	September 2024
5.	Irving Flores	82.42%	May 2023	May 2024
6.	Mikay Ye	79.05%	August 2023	August 2024
7.	Jim Hogg	77.98%	September 2023	September 2024
8.	Dwayne Howard	77.89%	September 2023	September 2024
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

APPROVED:

CHAIR

DATE

Added to the list:

Alexander Horn
Dwayne Howard
Jim Hogg
Jordon Davidson

Removed from List:

William Ruiz - FB
Vincent Whisman - FCI

Tumwater Fire Department Entry Level Fire Fighter Exam Plan and Process

Posting 11/1/2023 — Closing 01/31/2024 at 5:00 p.m. — All dates present in posting
All candidates with passing score of 80% or above from public safety testing within in
twelve previous months from 11/1/2022, invited to Phase 1. **(Written 40% weight)**

Phase 1 - Speed Interview – Mid February 2024

- Interviews are nine (9) minutes each –three (3) questions, no follow-up
- Dimensions Rated:
 - Motivation/Interest
 - Compassion/Service Orientation
 - Working with the Public
- Two (2) interviewers per panel, three (3) panels – consensus scoring
- Panel include one (1) Firefighter paired with one (1) community member – rotate panels at least daily
- Evaluators trained on scoring and avoiding common biases and rating errors
- Candidates scored against an objective standard
- 70% minimum passing score
- Volunteer points – one (1) point per year of volunteer service for Tumwater added to passing score

Phase 2 – Oral Board – March 2024 (Oral Board 60% weight)

- Top candidates invited to oral board interview – 30 minutes each, ten (10) questions, follow-up allowed, mechanical aptitude information may be sent in advance to candidates
- Three (3) interviewers per panel, two (2) panels – consensus scoring
- Dimensions Rated:
 - Communication Skills
 - Inclusivity and Relationship Building
 - Critical Thinking/Problem Solving
- 70% minimum passing score
- Candidates ranked on eligibility list: 40% written exam and 60% oral board score
- Veteran's Preference Points added to final score

Civil Service Commission – April 2024

Chief's Interview – Late ate April 2024

Conditional Offers – May 2024

Academy – TBD

- CPAT required by TBD (City will fund as necessary)

Tumwater Fire Department Lateral Paramedic Firefighter Exam Plan and Process

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

- Currently employed in a full-time, paid, firefighter/paramedic position.
- Must have been employed with the current public safety employer for a period of no less than a period of 36 consecutive months as a firefighter/paramedic, and must have successfully completed a probationary period.
- Currently possess a valid Washington State Paramedic Certification or a National Registered Paramedic Certification.
- Have successfully completed IFSAC Firefighter 1.

Phase 2 – Oral Board

Qualified candidates invited to oral board interview – 30 minutes each, ten (10) questions.

- Three (3) 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 – Eligible List

Chief can hire from the top seven of the list.