



CITY OF
TUMWATER

**CIVIL SERVICE COMMISSION
MEETING AGENDA**

Online via Zoom

**Thursday, October 12, 2023
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of September 14, 2023 Minutes
5. Status of Eligibility Lists
6. Approval of Entry Level Police Eligibility List
7. Approval of Lateral Police Eligibility List
8. Approval of Police Services Specialist I List
9. Approval of Police Services Specialist II Exam Plan
10. Approval of Entry Level Firefighter Eligibility List
11. Approval of Fire Department Assistant II Eligibility List
12. Approval of Lateral Paramedic Eligibility List
13. Next Meeting Date - 11/09/2023
14. 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.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
SEPTEMBER 14, 2023 Page 1**

CONVENE: 5:31 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Juliann McGarva, Fire Chief Brian Hurley, and Police Chief Jon Weeks.

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

**APPROVAL OF
AUGUST 10, 2023
MINUTES:**

MOTION: **Chair Tee moved, seconded by Commissioner Chard, to approve the minutes of August 10, 2023 as published. A voice vote approved the motion.**

STATUS OF ELIGIBILITY LISTS: Chief Examiner McGarva reported the list has not changed. The City completed some recruitment during the month resulting in some proposed changes for consideration by the Commission at its October meeting.

APPROVAL OF ENTRY LEVEL POLICE ELIGIBILITY LIST: Chief Examiner McGarva reported the proposed list includes four new names totaling 11 names on the list. One candidate failed a background investigation and one candidate failed the Chief's interview.

Chair Tee inquired as to whether there were any diverse candidates included on the list. Chief Examiner McGarva said the list contains one female candidate who was added in February 2023. As the list is continuous and changes from month to month, it is difficult to track the type of candidates.

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

APPROVAL OF ENTRY LEVEL FIREFIGHTER EXAM PLAN: Chief Examiner McGarva reported the proposal is for an exam plan for entry level Firefighter. The process has been in place since 2019. The Department's IDEA Team recommended the exam plan. The proposal is to open the application process in November for a three-month period. The first phase enables any applicant scoring 80% or higher on the Public Safety written test to participate in a speed interview in February 2024. Successful candidates receiving a score of 70% or higher will advance to the oral boards in March. Successful candidates receiving a score of 70% would be placed on the eligibility list for consideration by the Commission. Following approval of the list, the Fire Chief can hire from the top seven candidates beginning in April 2024 with conditional offers anticipated in May 2024.

The testing exam is weighted at 40% of the total score and the oral board is

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

weighted at 60%.

The IDEA Team is comprised of Firefighters and the management team. The IDEA Team explored way to reduce barriers and increase the inclusivity of the hiring process for Firefighters by opening the hiring process to more individuals to increase diversity and provide equity. The process enables applicants scoring 80% or above on the Public Safety written test to participate in a speed interview with a three-member panel that includes a Firefighter and a community member. Dimensions rated include: (1) Motivation/Interest, (2) Compassion/Service Orientation, and (3) Working with the Public.

During the first speed interview process in 2019, the City invited 500 applicants to participate in the speed interview. Approximately 60 candidates were placed on the eligibility list. The process resulted in an increase in the number of female candidates, as well as an increase in diverse applicants. The process is conducted annually except during the pandemic. Additionally, the Fire Department hosted several open houses at the Fire Department to promote recruitment efforts.

Fire Chief Hurley added that the Fire Department is scheduling a minimum of two recruiting events. The department works with the City's communications team to advertise the events to a broad and diverse audience. Perspective applicants are invited to attend a presentation on testing and receive information about the job of a firefighter. The intent is removing barriers in the hiring process.

Chief Examiner McGarva reported the list from 2022 expires in November 2023. The first testing process was initiated in 2019. There are no proposed changes to the process. The process is starting prior to the expiration of the existing list to ensure a list is available in early 2024.

Commissioner Chard inquired as to the reason for approval of the exam plan that has been in existence since 2019. Chief McGarva advised that the list is not considered a continuous list. The new list will be effective from April 2024 to April 2025.

Fire Chief Hurley added that since the list is not continuous, the Commission is asked to reaffirm and reauthorize the process for recruitment and testing. Retirements are primarily occurring by Firefighter/Paramedics; however, the department requires an active eligibility list for Firefighters at all times as unexpected situations often occur.

MOTION:

Chair Tee moved, seconded by Commissioner Chard, to approve the Entry Level Firefighter Exam Plan with changes to reflect accurate dates. A voice vote approved the motion.

APPROVAL OF

Chief Examiner McGarva reported the position opening is for a lateral

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
SEPTEMBER 14, 2023 Page 3**

**PARAMEDIC
FIREFIGHTER
EXAM PLAN:**

Paramedic Firefighter. The exam plan has not been altered since the last recruitment in January 2023. The Fire Department has several vacancies. The City has a continuous process for entry level Paramedic Firefighter; however, the department has indicated interest in pursuing a lateral process to receive candidates from the lateral list as well.

Fire Chief Hurley said it is beneficial for the department to pursue a parallel process as entry-level recruitment has not attracted as many candidates. The department has experienced success in lateral recruitments. Generally, lateral candidates have considerable experience and do not need to attend the fire academy. Those candidates receive in-house training and can generally start working immediately to satisfy department minimum staffing standards.

Chair Tee questioned the definition of “subject matter experts.” Chief Examiner McGarva explained that subject matter experts are the Fire Chief and the Assistant Fire Chief. A lateral paramedic must have specific qualifications to be considered. The Chief and Assistant Fire Chief review the applications to ensure candidates meet the minimum requirements.

MOTION:

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

UPDATES:

Police Chief Weiks updated the committee on activities occurring in the Police Department. Currently, two police officers are attending the Basic Law Enforcement Academy. Both officers are mid-way through the course. Another police officer is waiting for an academy slot. The goal is for the officer to attend the academy by late November or early December. The department currently has two police officer vacancies with a third opening anticipated in the next several weeks. The department continues to complete oral boards of candidates from the continuous list. The difficulty is identifying quality candidates. An oral board was recently completed and successful candidates will be placed on the list for the Commission’s consideration. Chief interviews are scheduled for subsequent approval by the Commission prior to any hiring decisions. The department was recently notified of the need to initiate a Code Enforcement Services Transport Officer testing process as the individual hired in January has been on medical leave and notified the department of her resignation, as she has not recovered from the medical condition. The Commission will consider the testing process for the position at its next meeting.

Fire Chief Hurley advised of the hiring a Firefighter Paramedic, and an entry level Firefighter. Both candidates have considerable experience and training and were able to participate in the department’s apprenticeship program at a higher step with both employees not required to attend the fire academy, which benefits the department. The department’s ongoing process for recruitment of a Department Assistant II position resulted in successful interviews earlier in the day. The list of candidates will be presented to the Commission at its next

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
SEPTEMBER 14, 2023 Page 4**

meeting.

Fire Chief Hurley said he anticipates hosting a series of events that will result in one hiring of a firefighter position next year.

Fire Chief Hurley thanked Chief Examiner McGarva for her service to the City and to the Civil Service Commission.

Chair Tee thanked Chief Examiner McGarva for her service and acknowledged both Chiefs for their updates. He wished her well on her pending retirement.

**NEXT MEETING
DATE:**

The next meeting is scheduled on Thursday, October 12, 2023 at 5:30 p.m.

ADJOURNMENT:

With there being no further business, Chair Tee adjourned the meeting at 5:47 p.m.

Simon Tee, Chair

Juliann McGarva, Secretary Chief Examiner

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

STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – October 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:

October 2023

Expiration Date:

Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Keith KimDugan	94.25%	August 2023	August 2024
2.	Nathan Snyder	93.10%	October 2023	October 2024
3.	Jonathan Gagnon	90.55%	October 2023	October 2024
4.	Ryan Furbush	84.49%	November 2022	November 2023
5.	Jordon Davidson	83.18%	September 2023	September 2024
6.	Irving Flores	82.42%	May 2023	May 2024
7.	David Vahey	80.60%	October 2023	October 2024
8.	Tyrell Lund	78.17%	October 2023	October 2024
9.	Connor Crump	77.16%	October 2023	October 2024
10	Morgan Thomas	74.95%	June 2023	June 2024
11.	Maiah Chrisope	74.70%	February 2023	February 2024
12.	Stephen Caldwell	73.92%	August 2023	August 2024

APPROVED:

CHAIR

DATE

Added to the list:

David Vahey

Connor Crump

Jonathan Gagnon

Tyrell Lund

Nathan Snyder

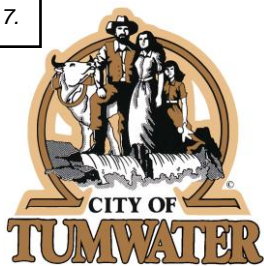
Removed from List:

Alexander Horn -FCI

Dwayne Howard - FCI

Jim Hogg –FCI

Mikay Ye



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 555 Israel Road SW
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CIVIL SERVICE COMMISSION
POLICE OFFICER – LATERAL

Examination Date:
 Approval Date:
 Expiration Date:

Continuous
 Sept 2023
 Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Jason Perkinson	99.3%	9/2023	9/2024
2.	Theodore M. Ojeda III	91.3%	9/2023	9/2024

APPROVED:

 CHAIR

 DATE

Added to list:

Jason Perkinson
 Theodore M. Ojeda III

Removed from list:

Full list expired

*Conditionally approved list September 12, 2023.



CIVIL SERVICE COMMISSION
POLICE SERVICE SPECIALIST I

Examination Date:

Sept 2023

Approval Date:

Oct 2023

Expiration Date:

Oct 2024

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Brittaney McClananhan	85.35%	Oct 2023	Oct 2024
2.	Carmen Flahaut	79.78%	April 2023	April 2024
3.	Brian Schmidlkofer	74.18%	April 2023	April 2024
4.	Megan Elkins	71.84%	Oct 2023	Oct 2024
5.	Rachel Reisher	71.79%	Oct 2023	Oct 2024

APPROVED:

 CHAIR

 DATE

*Conditionally approved September 21, 2023



CIVIL SERVICE COMMISSION

RESULTS OF TESTING: Police Service Specialist I

Testing for this list was authorized by the Commission on 8/10/2023 This exam was a(n) open competitive The examination began on 8/1/2023 and ended on 9/8/2023.

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

The following statistics reflect various aspects of this recruitment:

Statistics	Data
Number of Applicants	12
Number of ADA accommodations requested	0
Number of Female Applicants	6
Number of Male Applicants	6
Number of Diverse Applicants	2
Number of Applicants passing Phase I	4
Number of Applicants passing Phase II	3
Number & percentage of women or diverse candidates passing all phases and on proposed eligibility list	3
Number & percentage passing all phases and on proposed eligibility list	3, 25%

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

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

Police Services Specialist II Exam Plan – October 2023

Step 1: Written Evaluation - Selection Process Questionnaire: 30%

All applicants meeting minimum qualifications will be given the opportunity to complete the selection process questionnaire.

Customized questionnaire to evaluate a candidate's level of knowledge, skills and competencies including the following components:

- Education & Training
- Investigative/Enforcement Experience
- Written Communication and Report Writing
- Public Relations
- Culture & Diversity

70% is minimum passing score to be invited to Step 2 of the exam.

Step 2: Oral Exam: 70%

Dimensions rated:

- Job related education and experience
- Service and Safety Orientation
- Knowledge and Judgement
- Communication Skills

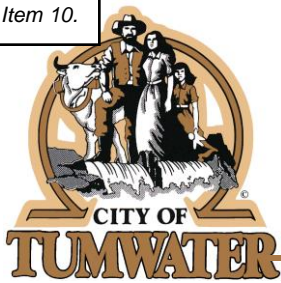
Raters: 3 – One Subject Matter Expert from outside agency; One Tumwater Police Department; One community representative

70% is minimum passing score

Final Score: Oral (70%) and Written Exam (30%) scores combined to create final ranking.

Veteran's preference points will be added to the final score.

The Chief may interview and select from any of the top 7 candidates passing the examination.



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555 Israel Road SW
Tumwater, WA 98501-6515
Phone: 360-754-5855
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CIVIL SERVICE COMMISSION

FIREFIGHTER – ENTRY LEVEL

Examination Date:

October 2022

Approval Date:

November 2022

Extension Date:

November 2024

Expiration Date:

November 2023

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Brown, Barrett	93.72%	November 2022	November 2023
2.	Knapp, Michael	93.47%	November 2022	November 2023
3.	McCarthy, Claire	91.72%	November 2022	November 2023
4.	Marr, Michael	90.96%	November 2022	November 2023
5.	Costanzo, Zachary	90.51%	November 2022	November 2023
6.	McCarthy, Joshua	89.85%	November 2022	November 2023
7.	Call, Joseph	88.09%	November 2022	November 2023
8.	Lynch, Brendan	87.95%	November 2022	November 2023
9.	Morrison, Scott	86.45%	November 2022	November 2023
10.	Summers, Zackary	86.06%	November 2022	November 2023
11.	Imber, Stephen	85.96%	November 2022	November 2023
12.	Soares, Christopher	85.59%	November 2022	November 2023
13.	Casebolt, Andrea	85.53%	November 2022	November 2023
14.	Kastenholz, Tiimothy	85.13%	November 2022	November 2023
15.	Carlson, Nathan	84.48%	November 2022	November 2023
16.	Garretson, Benjamin	84.24%	November 2022	November 2023
17.	Harris, Rachel	83.82%	November 2022	November 2023
18.	Dennin, Michael	83.65%	November 2022	November 2023
19.	Willing, Alexander	82.91%	November 2022	November 2023
20.	Hinkle, Jacob	82.90%	November 2022	November 2023
21.	Norton, Tyler	82.87%	November 2022	November 2023
22.	Dixon, Robert	82.06%	November 2022	November 2023
23.	Robertson, Zachariah	81.41%	November 2022	November 2023
24.	Parker, Ronald	81.22%	November 2022	November 2023
25.	Glenn, Garrett	80.58%	November 2022	November 2023
26.	Fairhurst, Brandon	80.13%	November 2022	November 2023
27.	Adams, Kai	79.51%	November 2022	November 2023
28.	Sargent, Austin	76.01%	November 2022	November 2023
29.	Kennedy, Connor	75.89%	November 2022	November 2023

APPROVED:

CHAIR

DATE

Removed from List:

List from November 22 has expired



CIVIL SERVICE COMMISSION
Fire Department Assistant II

Examination Date: Sept 2023
Approval Date: Oct 2023
Expiration Date: Oct 2024

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Krista Kirkley	86%	Oct 2023	Oct 2024
2.	Anna Schaffran	70.8%	Oct 2023	Oct 2024

APPROVED:

CHAIR

DATE

*Conditionally approved September 21, 2023



CIVIL SERVICE COMMISSION

RESULTS OF TESTING: Fire Department Assistant II

Testing for this list was authorized by the Commission on 8/10/2023 This exam was a(n) open competitive The examination began on 8/1/2023 and ended on 9/8/2023.

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

The following statistics reflect various aspects of this recruitment:

Statistics	Data
Number of Applicants	20
Number of ADA accommodations requested	0
Number of Female Applicants	12
Number of Male Applicants	8
Number of Diverse Applicants	3
Number of Applicants passing Phase I	9
Number of Applicants passing Phase II	5
Number & percentage of women or diverse candidates passing all phases and on proposed eligibility list	2
Number & percentage passing all phases and on proposed eligibility list	2, 10%

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

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



**CITY OF
TUMWATER**

CIVIL SERVICE COMMISSION

FIREFIGHTER PARAMEDIC – LATERAL

Examination Date: October 2023
 Approval Date: October 2023
 Expiration Date: October 2024

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Jeremy Causey	72.08%	October 2023	October 2024

APPROVED:

CHAIR

DATE