



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, December 12, 2024
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of Civil Service Commission Meeting Minutes - November 14, 2024
5. Status of December Eligibility List
6. Changes in Fire Probation Language
7. Certified Police Officer Exam Plan
8. Approval of Entry Level Police Eligibility List
9. Approval of Lateral Firefighter Eligibility List
10. Approval of Lateral Paramedic Firefighter Eligibility List
11. Approval of Paramedic Firefighter Eligibility List
12. Police Sergeant Exam Plan
13. Reclass: Administrative Assistant to Executive Assistant
14. Next Meeting Date - 01/09/2025
15. 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) 754-4129 or email ADACoordinator@ci.tumwater.wa.us.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
NOVEMBER 14, 2024 Page 1**

CONVENE: 5:30 p.m.

PRESENT: Chair Simon Tee and Commissioners Blake Chard and Pat Schneider.

Staff: Secretary/Chief Examiner Michelle Sutherland, Police Commander Jay Mason, and Deputy Fire Chief Shawn Crimmins.

**WELCOME NEW
CIVIL SERVICE
COMMISSIONER PAT
SCHNEIDER:**

Chief Examiner Sutherland introduced and welcomed Commissioner Pat Schneider.

Commissioner Schneider thanked Mayor Sullivan for her support. She has been a resident of Tumwater for 15 years and wants to continue supporting the small town atmosphere of the City. She is a strong supporter of the community’s first responders and is looking forward to working with Commissioners and staff.

**APPROVAL OF
MINUTES: CIVIL
SERVICE
COMMISSION –
OCTOBER 10, 2024:**

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of October 10, 2024 as published. Motion carried unanimously.**

**STATUS OF
NOVEMBER
ELIGIBILITY LISTS:**

Chief Examiner Sutherland reviewed the status of the eligibility lists. Active continuous lists for police and fire remain effective. There were no other changes to the lists.

**ENTRY LEVEL
POLICE OFFICER
ELIGIBILITY LIST:**

Chief Examiner Sutherland advised that 12 candidates are included on the list each scoring above the minimum test score of 70%. Four candidates are proposed for addition to the November 2024 list and one candidate is proposed for removal from the list for failure to pass the Chief’s interview.

Commissioner Blake noted that the four new candidates excelled in their test scores and interviews.

MOTION: **Commissioner Schneider moved, seconded by Chair Tee, to approve the Entry Level Police Officer Eligibility List as presented. Motion carried unanimously.**

**FIREFIGHTER TO
FIREFIGHTER
PARAMEDIC**

Deputy Fire Chief Crimmins reported that one candidate was originally hired as a Firefighter and worked several years in the position. The Department supported sending the candidate to

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
NOVEMBER 14, 2024 Page 2**

PROMOTIONAL LIST: paramedic school to attain certification as a Paramedic. The second candidate was initially hired as a Firefighter. However, prior to joining the department, the candidate was able to obtain paramedic certification. Establishment of the promotional list is required to promote candidates from Firefighters to Firefighter Paramedic.

Chief Examiner Sutherland requested the Commission’s approval to approve the proposed list as presented.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Firefighter to Firefighter Paramedic Promotional List as presented. Motion carried unanimously.**

FIRE PREVENTION OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland advised that the eligibility list includes three candidates. The list was conditionally approved prior to the meeting by the Chief Examiner. An offer of employment has been extended to the candidate ranked first on the list. Staff is drafting the conditional offer letter.

Deputy Fire Chief Crimmins reported the process was long and extensive. The City successfully recruited for the position with several candidates applying. The candidate ranked at the top of the list is currently employed by the department. Fire Lieutenant Scott Kennedy will move into the position of Fire Prevention Officer effective December 1, 2024. All three candidates participated in an oral board interview and a Chief interview. The exam score is reflective of all elements of the testing process to include the oral board.

Commissioner Schneider questioned the reason for one candidate’s withdrawal from consideration. Deputy Fire Chief Crimmins advised that the candidate withdrew for personal reasons.

MOTION: **Commissioner Schneider moved, seconded by Chair Tee, to approve the Fire Prevention Officer Eligibility List as presented. Motion carried unanimously.**

APPROVAL OF FIRE LIEUTENANT TESTING PLAN - 2025 Chief Examiner Sutherland reported the proposed Fire Lieutenant testing plan is a three-step process developed and administered by Public Safety Testing for steps 2 and 3. A candidate screening is completed as the first step followed by a work performance rating by Public Safety Testing. The third step is an assessment center administered by Public Safety Testing. The minimum passing score for the entire testing plan is 70%.

Commissioner Schneider inquired about the timeline for a candidate to complete the three-step testing process. Deputy Fire Chief

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MINUTES OF VIRTUAL MEETING
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Crimmins responded that the testing plan is posted by the fire department and is only open to current fire department employees. Applicants who apply will be confirmed as qualified by both the department and the City. The work performance rating is a one-day event sponsored by Public Safety Testing. The assessment center test follows the next day. Successful candidates passing all three steps of the test will be considered for addition to the eligibility list for Fire Lieutenant. Olympia Fire Department and Lacey Fire District 3 use the same testing plan.

MOTION: **Commissioner Schneider moved, seconded by Commissioner Chard, to approve the Fire Lieutenant Testing Plan - 2025 as presented. Motion carried unanimously.**

**APPROVAL OF
PARAMEDIC
LIEUTENANT
TESTING PLAN –
2025:**

Chief Examiner Sutherland requested approval of the four-step testing plan for Paramedic Lieutenant. Public Safety Testing completes step 2 and 3 of the test. The initial candidate screening is the first step followed by the work performance rating as the second step. The assessment center is step 3 and is administered by Public Safety Testing. The test plan includes an oral board and the Chief’s interview. The top seven candidates are eligible to participate in the Chief’s interview.

Commissioner Schneider questioned the additional step in the testing plan from the previous action. Deputy Fire Chief Crimmins replied that although the positions are similar, the fire department added an oral board because the position is tasked with overseeing the department’s EMS programs on all shifts, which adds an additional component to the position.

Chair Tee asked about the makeup of the oral board. Deputy Fire Chief Crimmins advised that a member of the City’s HR department is a member of the board along with a representative from Thurston County Medic One and Paramedic Lieutenants from Olympia Fire Department and Lacey Fire District 3.

MOTION: **Commissioner Chard moved, seconded by Commissioner Schneider, to approve the Paramedic Lieutenant Testing Plan – 2025 as presented. Motion carried unanimously.**

NEXT MEETING DATE: The next meeting is scheduled on Thursday, December 12, 2024.

MOTION: **Chair Tee moved, seconded by Commissioner Schneider, to add Updates to the agenda. Motion carried unanimously.**

UPDATES: Police Commander Mason updated the Commission on the status of

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
NOVEMBER 14, 2024 Page 4**

hiring within the police department. One newly hired police officer is scheduled to attend the basic law enforcement academy next week. Another candidate is currently undergoing a background review. The department plans to offer conditional offers to two candidates to fill two open positions. Two other officers are currently undergoing field training within the department.

Deputy Fire Chief Crimmins advised that based on the approval of the Fire Prevention Eligibility List, the department plans to move forward to offer an appointment letter with a start date of early December 2024. One Paramedic is completing probation on December 1, 2024. With the addition of the eighth medic unit that was ratified by the City of Tumwater and Thurston County Medic One, the department is processing the hiring of nine Paramedics. Offers have been extended to three candidates. The goal is fill all positions by January 1, 2025 to enable candidates to attend the fire academy.

ADJOURNMENT: Chair Tee moved, seconded by Commissioner Chard, to adjourn the meeting at 5:55 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 – December 2024

Name of List (Fire)	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Deputy 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	Active Continuous		Active Continuous
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		
Fire Department Assistant II	August 2024		August 2025
Lateral Fire Prevention Officer	Active Continuous	November 2024	November 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	No List		

Tumwater City Hall
555 Israel Road SW
Tumwater WA 98501

www.ci.tumwater.wa.us

Current Civil Service Language

13.02 LENGTH OF PROBATIONARY PERIOD. The period of probation shall be twelve (12) calendar months from the date of appointment to a regular position. If an employee is absent from duty for a prolonged period while on approved or mandated training leave during a probationary period, and the appointing authority does not have a reasonable opportunity to evaluate the performance of the employee, the appointing authority may, with the approval of the Commission, calculate the probationary period on the basis of twelve calendar months of actual service, exclusive of the time away.

Entry level police officers who are required to attend the basic law enforcement academy shall serve a probationary period of twelve months. The probationary period begins when the officer returns from successful completion of the training and reports for duty at the Tumwater Police Department.

Entry level and lateral firefighters or firefighter/paramedics who are required to attend the fire academy and/or emergency medical services training programs shall serve a minimum probationary period of 12 months. The probationary period begins when the employee returns from successful completion of the training program(s) and is assigned to shift work. The total probationary period shall not exceed 18 months unless extended by action of the Commission under this section.

The probationary period for uniformed fire department employees who have been re-hired after a break in service, promoted or voluntarily transferred to positions with different job duties (including transfer from Firefighter/Paramedic to Firefighter) shall be six (6) calendar months.

New Contract Language

ARTICLE 6 – PROBATION

- 6.01: Upon entry into the Fire Department the Employee may be required to serve a maximum eighteen months (18 months) probationary period, unless extended as per Civil Service Rules. Upon successful completion of the probationary period the Employee shall be considered a fully appointed Employee.
- 6.02 The probationary period for new employees shall be a minimum of twelve months (12 months) not inclusive of any required fire academy.
- 6.03: The probationary period for re-hires, promotions or voluntary transfers to positions covered by this Agreement with different job descriptions (including transfers from Firefighter/Paramedic to Firefighter) shall be six (6) calendar months.

Certified Police Officer Exam Plan – December 2024

Open recruitment posted continuously beginning December 13, 2024

Step 1: Candidate Screening

- Candidates will be reviewed by HR and the Police Administration to verify qualifications are met.

Step 2: Eligible Candidates Placed on an Eligibility List

- Candidates are ranked on the list on the basis of their documented police academy test score
- Any candidate that completed the Washington State Patrol Academy will be added as a pass/fail (minimum of 70%), and not as an ordinal number as the WSP Academy and CJTC are not equal

Step 3: Chiefs Interviews

- The Chief can interview from the top seven candidates on the list. Candidates with no academy score will be placed on the list in order of application submission



CIVIL SERVICE COMMISSION
POLICE OFFICER - ENTRY LEVEL

Examination Date: Continuous
Approval Date: December 2024
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Alixander Holman	93.61	November 2024	November 2025
2	Remington Cochran	86.65	December 2024	December 2025
3	Bryan McMillan	85.83	December 2024	December 2025
4	Brittani Turner	83.36	November 2024	November 2025
5	Yaree Kennedy	81.18	September 2024	September 2025
6	Karl Penn	80.98	August 2024	August 2025
7	Edward Owen	79.11	October 2024	October 2025
8	Aiden Derr	77.33	December 2024	December 2025
9	Brandon Hopkins	76.44	March 2024	March 2025
10	Aaron Renaud	76.36	December 2024	December 2025
11	Robert Docherty	75.25	October 2024	October 2025
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:

- Remington Cochran
- Bryan McMillan
- Aiden Derr
- Aaron Renaud

Removed from List:

- Adron Jackson: FCI
- Lucas Goergen: FCI



CIVIL SERVICE COMMISSION
Lateral Firefighter

Examination Date:
Approval Date:
Expiration Date:

Continuous
December 2024
Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Bryce Gibler	91%	June 2024	June 2025
2	Anderson Nyeyit	84%	June 2024	June 2025
3	Timothy Rohaly	82%	December 2024	December 2025
4	Ryan Fakkema	81%	June 2024	June 2025
5	Anthony Mitchell	78%	June 2024	June 2025
6	Gregory Parker	76%	December 2024	December 2025
7	Isael Espinoza	78%	June 2024	June 2025
8	Jeremy Koenig	74%	June 2024	June 2025
9	Eric Reveles	72%	June 2024	June 2025

APPROVED:

CHAIR

DATE

Added to the list:

- Timothy Rohaly
- Gregory Parker

Removed from List:

- Gabriel Dorrrough: Hired
- Christopher White: Hired



CIVIL SERVICE COMMISSION
Lateral Paramedic Firefighter

Examination Date:
Approval Date:
Expiration Date:

Continuous
December 2024
Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Cameron Cogdill	92.5%	June 2024	June 2025
2	Tim Reynolds	92.5%	September 2024	September 2025
3	Jonathan McLean	90%	June 2024	June 2025
4	John Thompson	90%	December 2024	December 2025

APPROVED:

CHAIR

DATE

Added to the list:

- John Thompson

Removed from List:

- Chandler Hendren: FCI
- Samuel Handowski: FCI
- Terry Ellis: Hired



CIVIL SERVICE COMMISSION

Paramedic Firefighter

Examination Date: December 2024
Approval Date: December 2024
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Taylor Rock	88.75	December 2024	December 2025
2	Aurelia Buhler-Flores	80.00	September 2024	September 2025
3	Noah Layton	77.50	September 2024	September 2025
4	Kelly Cloudsdale	73.00	July 2024	July 2025
5	Joshua Avery	77.92	December 2024	December 2025
6	Keyen O'Connell	77.50	December 2024	December 2025
7	Michael Bacon	70.00	December 2024	December 2025

APPROVED:

CHAIR

DATE

Added to the list:

Removed from List:

- Abbigail Woodcock: Withdrew
- Kyle Sadowsky: Withdrew
- Jessica Boyd: Withdrew
- Nicholas Perry: FCI
- Rudy Mackiewicz: Hired
- Jacob Leonard: Hired

Police Sergeant Exam Plan – January 2025

Open recruitment period posted for two weeks in December 2024

Step 1: Candidate Screening

- Candidates will be reviewed by HR and the Police Administration to verify qualifications are met.
- Candidates that meet the qualifications will be invited to participate in testing Phase 1.

Phase 1: Written Test – January 9, 2024

- 50 questions based on department policies and/or practices
- 70% minimum passing score

Phase 2: Assessment Center – January 23, 2024

- Top ten (10) from written test invited.
- Four (4) Exercises
- Candidate Scores Measure 3-5 of the following for each exercise:
 - Decisiveness
 - Oral Communication
 - Interpersonal Insight
 - Planning & Organization.
 - Delegation & Control
 - Oral Communication
 - Problem Analysis
 - Judgement
- 70% minimum passing score (per exercise)

Final Score: Testing will produce ranking for the Chief's interview

Consideration for list approval on January 13, 2025, Civil Service Commission meeting.

The top seven (7) candidates are eligible for Chief's Interview, and any may be selected

Rationale for Reclassifying Position from Administrative Assistant to Executive Assistant

The current Administrative Assistant role has evolved significantly over time to include responsibilities that exceed the typical scope of an Administrative Assistant. The position now requires advanced skills, greater autonomy, and higher-level support for executive leadership. To reflect the expanded scope and complexity of the role, we propose reclassifying the position to Executive Assistant.

Key Changes in Responsibilities

Strategic Support: The role now involves assisting senior executives with strategic planning, decision-making processes, and high-level project coordination. This includes preparing reports, presentations, and briefing materials for executive meetings.

Confidentiality and Discretion: The position requires handling highly sensitive and confidential information, including legal documents, executive communications, and organizational strategies.

Stakeholder Management: The role entails significant interaction with internal and external stakeholders, including high-profile clients, board members, and partners. This includes managing relationships, scheduling meetings, and ensuring seamless communication between parties.

Autonomy and Initiative: The position demands a proactive approach to identifying priorities, resolving issues, and anticipating the needs of the executive leadership team without constant supervision.

Advanced Administrative Tasks: Beyond standard administrative duties, the role includes managing complex calendars, organizing large-scale events or meetings, overseeing special projects, and coordinating travel arrangements that involve multi-leg international itineraries.

Leadership Support: The role supports not just one executive but often an entire leadership team, requiring advanced organizational skills and the ability to manage competing priorities.

Justification for Reclassification

Increased Complexity: The added strategic and operational responsibilities require a skill set that aligns with an Executive Assistant role.

Market Benchmarking: A review of similar roles in comparable organizations indicates that these responsibilities are typically assigned to Executive Assistants.

Employee Retention and Recognition: Reclassifying the position appropriately recognizes the employee's contributions, fosters job satisfaction, and ensures alignment with industry standards.

Organizational Efficiency: Elevating the role reflects its critical impact on the organization's efficiency and effectiveness in achieving strategic objectives.

Recommendation

Reclassifying the position from Administrative Assistant to Executive Assistant is a necessary adjustment to accurately represent the duties and expectations of the role. This change will ensure proper alignment with organizational goals, adequately compensate the employee for the additional responsibilities, and enhance the overall support provided to executive leadership.