



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, August 08, 2024
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of July 11, 2024 Minutes
5. Status of August Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Lateral Firefighter Eligibility List
8. Approval of Lateral Police Eligibility List
9. Approval of Police Services Specialist I Exam Plan
10. Approval of Lateral Fire Prevention Officer Exam Plan
11. Paramedic Oral Board Scoring Criteria
12. Updates
13. Next Meeting Date - 09/12/2024
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/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
JULY 11, 2024 Page 1**

CONVENE: 5:35 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Michelle Sutherland and Police Commander Jay Mason

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

**APPROVAL OF
MINUTES: CIVIL
SERVICE
COMMISSION
MINUTES: JUNE 13,
2024 AND REVISED
MINUTES OF MAY 9,
2024:**

MOTION: Chair Tee moved, seconded by Commissioner Chard, to approve the minutes of June 13, 2024 and the revised minutes of May 9, 2024 as published. A voice vote approved the motion.

STATUS OF ELIGIBILITY LISTS: Chief Examiner Sutherland reviewed the status of the eligibility lists.

APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland advised of four proposed candidates to include on the eligibility list. Five candidates are proposed for removal from the list.

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the Entry Level Police Officer Eligibility List for July 2024 as presented. A voice vote approved the motion.

APPROVAL OF LATERAL FIREFIGHTER ELIGIBILITY LIST: Chief Examiner Sutherland reported the proposal is for the removal of two candidates from the existing eligibility list. One candidate was hired by the department and the second candidate failed the Chief's interview.

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the Lateral Firefighter Eligibility List as presented. A voice vote approved the motion.

APPROVAL OF APPROVAL OF LATERAL POLICE Chief Examiner Sutherland reported the proposal is the addition of three candidates to the Lateral Police Officer Eligibility List. One candidate is proposed for removal as the candidate was hired by another agency.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
JULY 11, 2024 Page 2**

**OFFICER
ELIGIBILITY LIST:**

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

**APPROVAL OF
POLICE SERVICES
SPECIALIST I EXAM
PLAN:** Chief Examiner Sutherland presented the exam plan for consideration as the department recently was informed of a resignation by a Police Services Specialist 1. Chief Examiner Sutherland reviewed the grade components attributed to each section of the exam. The exam plan has been previously used.

Chair Tee remarked on the high weight attributed to the oral board. He asked whether the weight of 80% is typical for other positions. Chief Examiner Sutherland said the range can be from 50% to 80%. The police department determined that the weight of the oral board is the best fit for the police department.

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the Police Services Specialist 1 Exam Plan as presented. A voice vote approved the motion.

**APPROVAL OF
LATERAL FIRE
PREVENTION
OFFICER EXAM
PLAN:** Chief Examiner Sutherland reported the request is for consideration of the Lateral Fire Prevention Officer exam plan. The exam plan was approved by the Commission last spring. The department extended an offer to a candidate after conclusion of the first exam process. The candidate returned to their previous position requiring the department to repost the vacant position using the same exam plan.

MOTION: Commissioner Chard moved, seconded by Chair Tee, to approve the Lateral Fire Prevention Officer Exam Plan as presented. A voice vote approved the motion.

UPDATES: Commander Mason reported the police department has four vacant police officer positions. Two candidates for two of the positions are currently undergoing a background investigation. One individual is nearing completion of the Field Training Program and will move forward as a certified police officer with the Tumwater Police Department. Three police officers are attending the Basic Law Enforcement Academy. The department has scheduled ongoing new hire oral boards monthly. Staff is working closely with Chief Examiner Sutherland and the Communications Manager to develop a plan for advertising for lateral police officers in response to future growth and as the department experiences an increase in attrition through retirements. Previously, the City has utilized various digital communication methods to advertise lateral officer positions. Staff is working on developing a communications plan to advertize lateral police

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
JULY 11, 2024 Page 3**

hire opportunities. Two of the lateral police officer candidates are from the King County area and Texas. Over the last several years, the department has not been successful in attracting lateral candidates. Staff is working on ways to overcome barriers to develop a viable list of lateral candidates.

Chief Examiner Sutherland agreed on the importance of the City pursuing innovative and proactive methods to recruit police and fire positions, as well as other City positions.

Chair Tee commented on previous efforts by the City to recruit proactively for firefighter candidates through diversity, equity, and inclusion efforts. He asked about the status of those efforts and any positive results that may have occurred from those efforts. Chief Examiner Sutherland said the process produced positive results for the fire department. The same process was offered last winter to recruit candidates. The process was able to attract several viable candidates. Staff continues to work with the new Communications Manager and other departments to develop new communications strategies for recruitment.

**NEXT MEETING
DATE:**

The next meeting is scheduled on August 8, 2024.

ADJOURNMENT:

Commissioner Chard moved, seconded by Chair Tee, to adjourn the meeting at 5:57 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 – August 2024

Name of List (Fire)	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Assistant 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	August 2024		August 2025
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	June 2024		June 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	Active Continuous		Active Continuous

Tumwater City Hall
555 Israel Road SW
Tumwater WA 98501

www.ci.tumwater.wa.us



CIVIL SERVICE COMMISSION
POLICE OFFICER – ENTRY LEVEL

Examination Date:
 Approval Date:
 Expiration Date:

Continuous
 August 2024
 Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Steven Hauck	96.04	August 2024	August 2025
2	Brayden Johnston	85.78	August 2024	August 2025
3	Jacob Olson	85.51	March 2024	March 2025
4	Timothy Bierman	83.73	August 2024	August 2025
5	Daniel Wren	81.86	June 2024	June 2025
6	Robert Cruz Jr	81.30	August 2024	August 2025
7	Karl Penn	80.98	August 2024	August 2025
8	Tyler Piles	77.71	July 2024	July 2025
9	Brandon Hopkins	76.44	March 2024	March 2025
10	Thoeren Heideman	76.41	August 2024	August 2025
11	Cameron Leitgeb	75.75	August 2024	August 2025
12	Matthew Dimain	74.93	February 2024	February 2025
13	Kevin Hegner	74.73	March 2024	March 2025
14	Adam Davis	72.98	May 2024	May 2025
15	Vu Ngoc Nguyen	72.75	March 2024	March 2025
16	Javier Villegas Magallon Jr	72.22	January 2024	January 2025

APPROVED:

 CHAIR

 DATE

Added to the list:

- Steven Hauck
- Brayden Johnston
- Timothy Bierman
- Robert Cruz Jr
- Karl Penn
- Thoeren Heideman
- Cameron Leitgeb

Removed from List:

- Keith KimDugan: Expired
- Stephen Caldwell: Expired



CIVIL SERVICE COMMISSION

Fire Department Assistant II

Examination Date: July 2024

Approval Date: August 2024

Expiration Date: August 2025

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Andrew Johnston	76.80	August 2024	August 2025
1	Elizabeth Tinsley	76.80	August 2024	August 2025

APPROVED:

CHAIR

DATE

Added to the list:
Andrew Johnston
Elizabeth Tinsley

Removed from List:

**Tumwater Fire Department
Paramedic Firefighter Exam Plan and Process
Continuous Recruitment**

Posting – August 9

Phase 1 – Application Review by Subject Matter Experts for Minimum Qualifications.

- Currently possess a valid Washington State Paramedic Certification or a National Registered Paramedic Certification.

Phase 2 – Oral Board – Sept. 6

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

Phase 3 – Paramedic Oral Board – Sept. 6

Candidates will attend a paramedic oral board – 30 minutes each, five (5) questions

- Three (3) interviewers – MSO, PMLT, & PM
- Pass/Fail
- Candidates will have to demonstrate minimally acceptable competency in:
 - Pathophysiology
 - Cardiology
 - Pharmacology
 - Clinical Decision Making
 - Flexibility/Adaptability
- 70% minimum passing score

Civil Service Commission – September 12

Chief's Interview Planned Completion – September 23

Conditional Offers Planned By – TBD



CIVIL SERVICE COMMISSION

Paramedic Firefighter

Examination Date: July 2024
Approval Date: August 2024
Expiration Date: August 2025

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Gabriel Howland	94.26	May 2024	May 2025
2	Abbigail Woodcock	82.50	May 2024	May 2025
3	Jessica Boyd	82.00	July 2024	July 2025
4	Tim Kruse	81.35	May 2024	May 2025
5	Matthew Triani	78.59	May 2024	May 2025
6	Rudy Mackiewicz	78.00	July 2024	July 2025
7	Terra Moore	74.20	May 2024	May 2025
8	Kelly Cloudsdale	73.00	July 2024	July 2025
9	Kyle Sadowski	72.00	July 2024	July 2025

APPROVED:

CHAIR

DATE

Added to the list:

Removed from List:

Henry Patterson - FCI

Tumwater Fire Department Lateral Paramedic Firefighter Exam Plan and Process Continuous Recruitment

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 24 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

Phase 3 – Paramedic Oral Board

Candidates will attend a paramedic oral board – 30 minutes each, five (5) questions

- Three (3) interviewers – MSO, PMLT, & PM
- Pass/Fail
- Candidates will have to demonstrate minimally acceptable competency in:
 - Pathophysiology
 - Cardiology
 - Pharmacology
 - Clinical Decision Making
 - Flexibility/Adaptability
- 70% minimum passing score

Civil Service Commission – TBD

Chief's Interview Planned Completion – TBD

Conditional Offers Planned By – TBD

Paramedic Oral Board

3 Interviewers: MSO, PMLT, & PM (Preferred)

- Candidates will be asked at least 5 questions that pertain to prehospital emergency medicine and evaluate each of the 5 dimensions listed below.
- Questions can be general knowledge or scenario-based.
- Follow up/clarifying questions can follow each primary question.
- Candidates will be scored by consensus based on demonstration of their proficiency in and/or comprehension of each of the 5 dimensions listed below the scoring table.

Scoring: (Reference on back)

20 – Exceptional	10 – Approaching Standard	0 – Unacceptable
Candidate demonstrates thorough, comprehensive understanding of the topic.	Candidate demonstrates basic understanding of or proficiency in the topic. Could likely become proficient with coaching/instruction in ALS academy.	Candidate unable to demonstrate minimally acceptable understanding or proficiency. Unlikely to become proficient during ALS academy.

**Scores can be any number between 0 & 20, & do not need to be multiples of 10.*

<u>Dimension</u>	<u>Score 0-20</u>
Pathophysiology	_____
Cardiology	_____
Pharmacology	_____
Clinical Decision Making	_____
Flexibility/Adaptability	_____
Total	_____

Passing score – **70** overall with at least **10** in each dimension.

Dimension	20 – Exceptional	10 – Approaching Standard	0 - Unacceptable
Pathophysiology	Comprehensive understanding of all pertinent disease processes & progressions to include shock & acidosis on a cellular level.	Basic understanding of most pertinent disease processes & progressions as it pertains to Pt condition. Lacks knowledge of physiological details.	No acceptable measure of understanding.
Cardiology	Comprehensive understanding of EKG interpretation including STEMI mimickers and equivalents. Able to discuss all prehospital cardiac interventions & the pros and cons of each. Thorough understanding of all cardiac pathologies.	Has a coherent, reliable method of 12 lead EKG interpretation. Capable of identifying signs of infarction, ischemia and affected area of the heart. Able to accurately interpret all common rhythms & dysrhythmias. Basic understanding of all prehospital cardiac interventions.	No acceptable measure of understanding.
Pharmacology	Comprehensive understanding of all prehospital drugs including class, mechanism of action, indications, contraindications, dosages, interactions, & methods of administration. Can coherently discuss pros, cons, and alternative therapies. Foundational knowledge of common Pt Rx'es, & can identify a resource for rapid referencing.	Basic understanding of all prehospital drugs including class, indications, contraindications, dosages, and methods of administration. Basic knowledge of most common Pt Rx'es. Can identify a resource for rapid referencing.	No acceptable measure of understanding.
Clinical Decision Making	Identifies appropriate course of treatment for all presented scenarios. Actions are justified by reason and understanding.	Identifies appropriate course of treatment for most scenarios presented. Actions are justified by reason and understanding,	No acceptable measure of understanding.
Flexibility/ Adaptability	Demonstrates an openness to alternative opinions and new information. Identifies sources of information used to stay informed & current. Displays eagerness to learn and grow in their practice.		Demonstrates unwillingness to learn.