



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, September 12, 2024
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
 - a. Approval of Minutes, August 8, 2024
5. Status of September Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Paramedic Firefighter List
8. Approval of Fire Prevention Officer Exam Plan
9. Updates
10. Next Meeting Date - 10/10/2024
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/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
AUGUST 8, 2024 Page 1**

CONVENE: 5:32 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Michelle Sutherland, Police Chief Jon Weiks, Fire Chief Brian Hurley, and Assistant Fire Chief Shawn Crimmins.

CHANGES TO AGENDA: Chief Examiner Sutherland requested substitution of the agenda with an updated version revising several agenda topics to reflect proposed actions accurately.

MOTION: **Chair Tee moved, seconded by Commissioner Chard, to approve the revised agenda as presented. A voice vote approved the motion.**

**APPROVAL OF
MINUTES: CIVIL
SERVICE
COMMISSION
MINUTES: JULY
11, 2024 MINUTES:**

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of July 11, 2024 as published. A voice vote approved the motion.**

STATUS OF ELIGIBILITY LISTS: Chief Examiner Sutherland reviewed the status of the eligibility lists. New lists proposed include Fire Department Assistant II effective August 2024 through August 2025 and Firefighter Paramedic effective August 2024 through August 2025.

APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland advised of seven proposed candidates to add to the eligibility list. Two candidates are proposed for removal from list as their time has expired.

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

APPROVAL OF FIRE DEPARTMENT ASSISTANT II ELIGIBILITY LIST: Chief Examiner Sutherland reported two candidates are proposed for placement on the Fire Department Assistant II list. The request is for approval of the proposed list effective August 2024 through August 2025.

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MINUTES OF VIRTUAL MEETING
AUGUST 8, 2024 Page 2**

MOTION: **Chair Tee moved, seconded by Commissioner Chard, to approve the Eligibility List for Fire Department Assistant II as presented. A voice vote approved the motion.**

**APPROVAL OF
PARAMEDIC
FIREFIGHTER
EXAM PLAN:**

Chief Examiner Sutherland requested approval of the Paramedic Firefighter Exam Plan. The test is comprised of Phase 1, an application review followed by oral boards scheduled on September 6, 2024 and a Paramedic oral board on September 6, 2024. The oral boards are administered by the Tumwater Fire Department.

Chair Tee inquired as to whether there have been any changes to the exam plan since the Commission approved the previous plan. Assistant Fire Chief Crimmins advised that the testing exam process has been revised. Traditionally, Medic One completed entry level testing. Medic One has transitioned the testing to all ALS agencies in the county to complete. The fire department will be responsible for recruiting paramedics and administering the three step testing process.

Fire Chief Hurley added that previously, when paramedics were hired, the candidates were vetted by Medic One and then each candidate applied to their agency of choice. The change removes the vetting process by Medic One with each agency responsible for recruiting and testing. Following completion of that process, Medic One will then vet each candidate on his or her respective paramedic skills.

Commissioner Chard asked whether staff anticipates candidates applying to all three agencies requiring each candidate to complete the testing process by each agency. Fire Chief Hurley affirmed each candidate could elect to apply to each agency. Medic One is sponsoring an Advanced Life Support Academy with each successful candidate completing a defined process regardless of the hiring agency. The entry point for candidates has been changed to agencies rather than to Medic One. All candidates will participate in one evaluation process for vetting by Medic One's Medical Program Director.

Chair Tee inquired about the purpose of changing the process. Fire Chief Hurley advised that Medic One previously vetted candidates and successful candidates then applied for a position at one of the agencies. The agencies believe it is more appropriate for each agency to recruit and test as a way to increase the number of applicants participating in the process.

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

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**APPROVAL OF
PARAMEDIC
FIREFIGHTER
ELIGIBILITY
LIST:**

Chief Examiner Sutherland advised of the proposed removal of one candidate from the list. The request is for approval of the Paramedic Firefighter Eligibility List as presented for August 2024. The candidate failed the Chief’s interview.

MOTION:

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

**APPROVAL OF
LATERAL
PARAMEDIC
FIREFIGHTER
EXAM PLAN:**

Chief Examiner Sutherland said the exam plan is for continuous recruitment for Lateral Paramedic Firefighter positions. Phase 1 is the application review with Phase 2 comprised of oral boards requiring a 70% minimum passing score. Phase 3 is the paramedic oral board requiring a 70% minimum passing score. The request is for approval of the Lateral Paramedic Firefighter Exam Plan for continuous recruitment.

Chair Tee asked whether the exam plan is identical to the plan just approved by the Commission. Assistant Fire Chief Crimmins affirmed the exam plans are identical.

MOTION:

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

**APPROVAL OF
PARAMEDIC
ORAL BOARD
SCORING
CRITERIA:**

Chief Examiner Sutherland presented the proposed scoring criteria for the Paramedic oral board. A passing score is a minimum of 70% overall with a minimum 10% required for each testing dimension.

Chair Tee asked whether any previous scoring criteria were different from the proposed scoring criteria. Assistant Fire Chief Crimmins said the proposal is an element of the new testing and hiring process for Paramedics. The proposal is Phase 3 of the entry level and lateral paramedic exam plan and is a new process. Raters have the ability to score fractionally as well. The exam ensures paramedic candidates meet the minimum criteria. Subjectivity has been removed from the criteria to ensure fairness for all applicants.

Chair Tee inquired as to the process the oral board undertakes such as separate scoring by each oral board member or a consensus of the entire board. Assistant Fire Chief Crimmins explained that the process would be aligned with other oral boards using a consensus scoring process.

Fire Chief Hurley said the oral board process does not approve the candidate to work as a paramedic in Thurston County. As the department works through the hiring process of investing time and resources, the department wants some assurance that each candidate has

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the basic skill qualifications for Thurston County to move forward in the process. The proposal provides an efficient method for the department to screen candidates.

Commissioner Chard asked about the assignment of oral board members. Assistant Fire Chief Crimmins advised that Medic One Medical Services Officer Alex Bates serves as a member of the oral board in addition to one of the department’s Paramedic Lieutenants and another Paramedic. All three paramedics are subject matter experts and will assess the qualifications of lateral and entry level paramedic candidates.

Chair Tee asked whether there has been any consideration of inviting paramedics from different districts to participate on the oral board. Assistant Fire Chief Crimmins affirmed the possibility but that it would also be dependent on availability. The department could contact Lacey and Olympia and request participation.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Paramedic Oral Board Scoring Criteria as presented. A voice vote approved the motion.**

UPDATES: Fire Chief Hurley reported on the status of negotiations with Medic One to add an additional medic unit in the county. Medic One agreed to place the medic unit in Tumwater. The intent of an additional unit is the ability to create a pool of applicants.

The fire department is moving forward to fill the Department Assistant position. At the September meeting, a proposal will be provided on candidates for the Fire Prevention Officer Eligibility List.

Police Chief Weiks reported on the status of staffing at the police department. One officer recently completed the department’s field training program and is performing solo patrol duties. Another officer recently graduated from the basic law enforcement academy and is participating in post academy training prior to participating in the department’s field training program. Another officer is scheduled to graduate from the academy by the end of the month followed by another officer’s graduation in September. The department, at that point, would have two officer vacancies. Two individuals are currently participating in the background review process. Dependent upon the outcome of the two applicants, the department may achieve full staffing by September.

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

ADJOURNMENT: **Chair Tee moved, seconded by Commissioner Chard, to adjourn**

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the meeting at 5:59 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 – September 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	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		Active Continuous
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



CIVIL SERVICE COMMISSION
POLICE OFFICER – ENTRY LEVEL

Examination Date: Continuous
Approval Date: September 2024
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Timothy Bierman	83.73	August 2024	August 2025
2	Trey Aviles-Polk	82.99	September 2024	September 2025
3	Yaree Kennedy	81.18	September 2024	September 2025
4	Karl Penn	80.98	August 2024	August 2025
5	Justin Culver	80.97	September 2024	September 2025
6	Elijah Frisk	79.28	September 2024	September 2025
7	Stephen Heath	77.05	September 2024	September 2025
8	Brandon Hopkins	76.44	March 2024	March 2025
9	Thoeren Heideman	76.41	August 2024	August 2025
10	Cameron Leitgeb	75.75	August 2024	August 2025
11	Matthew Dimain	74.93	February 2024	February 2025
12	Kevin Hegner	74.73	March 2024	March 2025
13	Adam Davis	72.98	May 2024	May 2025
14	Vu Ngoc Nguyen	72.75	March 2024	March 2025
15	Javier Villegas Magallon Jr	72.22	January 2024	January 2025
16	Jeffrey Waldon	72.02	September 2024	September 2025

APPROVED:

_____ CHAIR

_____ DATE

Added to the list:

- Trey Aviles-Polk
- Yaree Kennedy
- Justin Culver
- Elijah Frisk
- Stephen Heath
- Jeffrey Waldon

Removed from List:

- Daniel Wren: Withdrew

Item 6.

- Brayden Johnston: FCI
- Steven Hauck: FCI
- Robert Cruz Jr: FCI
- Jacob Olson: FCI
- Tyler Piles: FCI



CIVIL SERVICE COMMISSION

Paramedic Firefighter

Examination Date: September 2024
Approval Date: September 2024
Expiration Date: September 2025

Table with 5 columns: RANK, NAME, EXAM SCORE, APPROVAL DATE, EXPIRATION DATE. It lists 12 candidates with their respective scores and dates.

APPROVED:

CHAIR

DATE

Added to the list: Aurelia Buhler-Flores, Noah Layton, Nicholas Perry

Removed from List: Henry Patterson - FCI



**Tumwater Fire Department
Prevention Officer Exam Plan**

Phase 1

- Applicants interested in the position will apply detailing their qualifications.

Phase 2

- If there is only one applicant for this position, the applicant's qualifications will be reviewed and if qualified, will be proposed as the sole candidate for the eligibility list.
- If there is more than one candidate meeting the minimum qualifications for the position, all candidates will be scheduled for an oral board examination. Those passing the oral board examination (70% and above) will be ranked on the Eligibility for Hire List based on their oral board score.

Under Tumwater Civil Service rules, the Fire Chief will be allowed to interview the top three candidates on the promotion eligibility list.

Civil Service Commission – September 12, 2024

Chief's Interview – Continuous until filled

Conditional Offers Planned By – Continuous until filled

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