



## **CIVIL SERVICE COMMISSION MEETING AGENDA**

**Online via Zoom**

**Thursday, April 14, 2022  
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - [a.](#) Approval of February 10, 2022 Minutes
  - [b.](#) Approval of March 10, 2022 Minutes
- [5.](#) April Status of Eligibility Lists
- [6.](#) Eligibility List: Paramedic Firefighter
- [7.](#) Entry Fire Fighter Exam Plan
- [8.](#) Fire Lt. Exam Plan
- [9.](#) Fire Paramedic Lt. Exam plan
- [10.](#) Update to Police Service Specialist I
11. Chief Updates and Scheduling
12. Next Meeting Date - 05/12/2022
13. Adjourn

### **Remote Meeting Information**

To comply with Governor Inslee's Proclamation 20-28, the City of Tumwater meetings will be conducted remotely, not in-person, using a web-based platform. The public will have telephone and online access to all meetings.

### **Watch Online**

<https://us02web.zoom.us/j/89050756770?pwd=ZFWWakZlU1hCanEzUi9VNXdsY3F6QT09>

### **Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 890 5075 6770 and Passcode 832597.

### **Post Meeting**

Audio of the meeting will be recorded and later available by request, please email [CityClerk@ci.tumwater.wa.us](mailto:CityClerk@ci.tumwater.wa.us)

### **Accommodations**

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**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
February 10, 2022 Page 1**

**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Eric Trimble and Commissioner Simon Tee.

Excused: Commissioner Maggie Bean.

Staff: Secretary/Chief Examiner James Trujillo, Fire Chief Brian Hurley, and Police Chief Jon Weiks.

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

**APPROVAL OF MINUTES FOR JANUARY 13, 2022:** Approval of the minutes were deferred to the March meeting

**STATUS OF ELIGIBILITY LISTS:** There were no changes to eligibility lists since the last meeting.

**FEBRUARY STAFF REPORT FOR CIVIL SERVICE:** Chief Examiner Trujillo explained that the format of the meeting agenda has been revised moving forward. All staff updates are included in the staff report to improve meeting efficiency. He reviewed items for consideration on the agenda.

The Police Department is currently operating with two police officer positions unfilled. The department anticipates the Police Services Specialist II position to be filled in June 2022. The MSO Fire Captain position was vacated when the incumbent was promoted to Assistant Fire Chief. Public Safety Testing will be used to administer the assessment center process for the Fire Captain position followed by a City process for selection of a candidate. Although the City incurs some financial cost for utilizing Public Safety Testing, the City believes it improves efficiency and conserves time for the HR Department. Given the number of recruitments and the ongoing pandemic, existing HR resources are at maximum capacity. Should normal operating conditions resume and HR personnel are no longer required to address pandemic-related issues, more capacity would become available for civil service matters and other general HR issues. The agenda includes a number of eligibility lists and exam plans for approval by the Commission.

In response to an inquiry from Commissioner Tee on the planned utilization of Public Safety Testing, Chief Examiner Trujillo explained that the company administers assessment centers for public safety positions for both fire and police. The company is comprised of highly skilled and experienced individuals who serve as examiners with many having a background as a police chief or fire chief. The company creates an assessment center process, which is a time-consuming process for HR

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**MINUTES OF VIRTUAL MEETING**  
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staff to create affording a path forward for the City to engage with an organization well versed in the testing process. It also creates a defensible process in terms of testing methods. The Fire Department has the funds available to utilize the testing process.

Commissioner Tee conveyed support for utilizing Public Safety Testing.

Chair Trimble noted that the City of Tumwater was one of the first clients of Public Safety Testing when the company began providing testing for public safety positions. The City of Tumwater has a long-standing relationship with the company.

**ENTRY POLICE  
OFFICER ORAL  
BOARD REPORT:**

Chief Examiner Trujillo reported oral boards for entry Police Officer were conducted on January 20, 2022. Six of the eight candidates interviewed passed with a score of 70% or higher. The six candidates are included on the proposed eligibility list and 10 candidates are proposed for removal for a total list of 21 candidates. The Police Chief can hire from the top seven candidates. Results of the testing are retained for a period of five years as required by civil service rules.

**ENTRY POLICE  
OFFICER  
ELIGIBILITY LIST  
APPROVAL:**

Chief Examiner Trujillo requested the removal of a name from the list. Police Chief Weiks explained that the individual entered into the background process. The applicant turned in a personal history statement in August 2021. There was a mishandling of the letter to the applicant. The applicant's name was mistakenly included on the list.

**MOTION:**

**Commissioner Tee moved, seconded by Chair Trimble, to approve the Entry Police Officer Eligibility List removing the name of the applicant ranked as #9. Motion carried.**

**FIRE CAPTAIN  
EXAM PLAN  
APPROVAL:**

Chief Examiner Trujillo explained that the initial process includes a candidate screening to ensure candidates meet the minimum qualifications required to complete the testing process. The next step is the written exam provided by Public Safety Testing based on a selection of materials by Fire Chief Hurley and the management team for individuals to study and complete a 100-question test completed within a 30-day testing window. All individuals are notified concurrently to afford equal study time for all applicants. Applicants must pass the test with a score of 70% or higher to participate in the assessment center. The assessment center includes four exercises designed by Public Safety Testing. Passage of the assessment center requires a score of 70% or higher. The Fire Department anticipates consideration of the eligibility list by the Commission at its May 12, 2022 meeting. The top seven candidates can be interviewed by the Fire Chief.

Chair Trimble asked about the number of employees eligible to participate in the exam. Fire Chief Hurley said he anticipates eight employees will

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participate in the testing process. Currently, nine employees are eligible to compete for the position.

Commissioner Tee inquired about the process for the first step of screening the candidate's qualifications. Chief Examiner Trujillo reported the qualifications are established in combination with the HR Department and the Fire Department. Fire Chief Hurley is assisting HR to establish the qualifications. Essentially, the qualifications include years of service and experience in a command role and other qualifications outlined in the class specification for the position.

**MOTION:** **Commissioner Tee moved, seconded by Chair Trimble, to approve the Fire Captain exam plan as presented. Motion carried.**

**MEDICAL SERVICE OFFICER FIRE CAPTAIN EXAM PLAN APPROVAL:** Chief Examiner Trujillo reported the exam plan is a cumulative plan factored on the Fire Captain exam plan based on previous practice by the City. The exam plan includes the exam for Fire Captain with the addition of a Medical Service Officer specific plan. The exam builds on the previous exam and assessment center followed by an oral board for selection of candidates for the Fire Chief interview.

Chair Trimble asked whether fewer candidates are qualified to participate in the test. Fire Chief Hurley affirmed that the pool of candidates include Paramedic Lieutenants, a Fire Lieutenant who is a paramedic, and a Fire Captain who is also a paramedic.

**MOTION:** **Commissioner Tee moved, seconded by Chair Trimble, to approve the MSO Fire Captain exam plan as presented. Motion carried.**

**POLICE SERVICES SPECIALIST II EXAM PLAN APPROVAL:** Chief Examiner Trujillo said the Police Services Specialist II position also serves as a Code Enforcement Officer. The incumbent has announced retirement plans for June 2022. The City has used the exam plan in previous recruitments. The exam includes a written test based on oral information, reading comprehension, evaluation of tables and graphs, map reading, and public relations followed by an oral exam by candidates passing the exam with a score of 70% or higher. The oral exam will cover education & experience, service & safety, knowledge & judgment, and communication skills. Oral exam panelists will be comprised of subject matter experts both inside and outside the City, as well as a community member.

Chair Trimble asked whether the recruitment is an external process rather than a promotional opportunity. Chief Examiner Trujillo advised that the announcement is an open competitive recruitment.

Commissioner Tee asked about the selection process for selection of the community member serving as a panelist. Chief Examiner Trujillo said

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he engages with community members who represent Tumwater, as well as those who represent diversity within the community. The Police Department sponsors a Police Citizens Academy of members from various areas of the City representing different interests. One particular panelist has participated in a number of recruitments and represents the Black community. Commissioner Tee asked about the selection process of the community member. Chief Examiner Trujillo said he works collaboratively with both Chiefs on the selection of the community member.

**MOTION:** **Commissioner Tee moved, seconded by Chair Trimble, to approve the Police Services Specialist II Exam plan as presented. Motion carried.**

**CHIEF UPDATES AND SCHEDULING:** Police Chief Weiks conveyed his appreciation for approval of the testing plan for the Police Services Specialist II. The incumbent, Ross Rutledge, has served the department for 20 years and announced his retirement in June 2022. The Commission will be asked to consider approval for the recruitment of another staff position if no viable candidates are included on an existing list. The incumbent plans to announce retirement this year as well. Police Officer Tyler Brown has completed half of the police academy and successfully passed all mid-term and skills testing.

Fire Chief Hurley reported two new firefighters are attending the fire academy. The academy includes 24 new firefighters representing the cities of Tumwater and Lacey, McLane, East Olympia, and Southeast Thurston Fire Districts. The department is moving forward to fill a paramedic vacancy. Dependent upon the results of the Fire Captain tests, it is likely the department will process a promotion.

Chair Trimble reported on the recent death of former Fire Chief Rich Ridgeway. He recounted that when he first arrived at the City, he was hired to serve in the City's first human resources position. Chief Ridgeway often reached out to him during his early days at the City, which he always appreciated. Since his experience had been confined to police agencies, Chief Ridgeway provided a resource for the fire department and he often attended fire chief conferences with the Chief. The Chief also attended HR and civil services conferences with him. Fire Chief Ridgeway contributed greatly to the City and to the civil service process.

Fire Chief Hurley added that he enjoyed a long relationship with Fire Chief Ridgeway as he approved his hire to the Tumwater Fire Department. He also believes he was the last Tumwater fire chief employed as a Civil Service employee. The family has announced a gathering honoring his life at the River's Edge Restaurant on April 30, 2022.

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**NEXT MEETING DATE:** The next meeting is scheduled on March 10, 2022.

**ADJOURNMENT:** Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 6:02 p.m. Motion carried.

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Eric Trimble, Chair

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James Trujillo, Secretary/Chief Examiner

Prepared by Puget Sound Meeting Services, [psmsoly@earthlink.net](mailto:psmsoly@earthlink.net)

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
March 10, 2022 Page 1**

**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Eric Trimble and Commissioner Maggie Bean.

Excused: Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Fire Chief Brian Hurley, and Police Chief Jon Weiks.

**CHANGES TO AGENDA:** The agenda was modified to add updates from the Police Chief and Fire Chief and a recognition.

**APPROVAL OF  
MINUTES FOR  
JANUARY 13, 2022:**

**MOTION:** Commissioner Bean moved, seconded by Chair Trimble, to approve the January 13, 2022 minutes as published. A voice vote approved the motion.

**APPROVAL OF  
MINUTES,  
FEBRUARY 10, 2022:** Consideration of the minutes was deferred until the next meeting.

**MARCH STATUS OF  
ELIGIBILITY LISTS:** There were no changes to eligibility lists since the last meeting.

**MARCH STAFF  
REPORT FOR CIVIL  
SERVICE:** Chief Examiner Trujillo reported the Commission is recommended to approve the Police Services Specialist 1 exam plan. An active eligibility list exists for the position; however, no one remaining on the list is interested in the position at this time. Staff is requesting to move forward with an exam plan to meet recruitment needs for the position based on a pending retirement in late spring.

**CIVIL SERVICE  
POLICE SERVICES  
SPECIALIST 1 (PS1)  
EXAMINATION  
PLAN 2022:** Chief Examiner Trujillo advised that the exam plan is the same plan previously used for the position. The exam includes an initial application and review to ensure the applicant meets the minimum qualifications followed by a written exam with a passing score of 70% or higher. Those candidates passing the written exam are invited to participate in the oral board. The score from the oral board is based on education, experience, team and service orientation, judgment and decision skills, and communications skills. The oral board will be comprised of panelists to include a community member representing diversity within the community. The final score is based on the combination of scores from the written exam, oral board, and veterans preference points, if applicable. Successful candidates will be invited to participate in the Chief's interview.



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Chair Trimble asked about the status of the PS2 position. Chief Examiner Trujillo said the Police Department currently includes both PS1 and PS2 positions with both incumbents planning to retire at approximately the same time.

Chair Trimble asked whether the positions are involved in code enforcement for the City. Police Chief Weeks advised that the PS2 position is only involved in code enforcement.

**MOTION:** **Commissioner Bean moved, seconded by Chair Trimble, to approve the Police Services Specialist 1 Examination Plan as presented. A voice vote approved the motion.**

**CHIEF UPDATES AND SCHEDULING:** Police Chief Weeks reported one new hire attending the basic law enforcement academy is nearing completion of the academy with graduation scheduled on April 15, 2022. Because of COVID restrictions, the academy is not conducting an in-person graduation ceremony. The new officer will report to work on April 15, 2022. The Police Department recently lost an entry-level candidate who was undergoing a background investigation. The candidate accepted another offer by another agency because the pay was higher.

Fire Chief Hurley advised that the recruitment for the Fire Captain position has closed. Approximately six candidates applied for the Fire Captain position with four also applying for the Medical Services Officer position. The Commission will be presented with a proposal to approve the Fire Lieutenant testing process next month. Two new firefighters are currently attending the Lacey Fire Academy. One officer suffered a minor injury but it should not affect the firefighter's ability to complete the academy.

Fire Chief Hurley conveyed how much it has been a pleasure to work with Commissioner Bean.

Chief Examiner Trujillo reported the City is rescinding the wearing of masks effective March 12, 2022. The requirement is one of the first measures the City is eliminating since the advent of the pandemic. The City has not established a date for returning to in-person meetings.

**RECOGNITION:** Chief Examiner Trujillo acknowledged the departure of Commissioner Bean from the Commission. He thanked her for serving in the capacity of a Civil Service Commissioner and for her service to the City of Tumwater and community for many years.

Commissioner Bean thanked Chief Examiner Trujillo for the recognition. She plans to remain in Tumwater and will miss the Commission.

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Police Chief Weiks thanked Commissioner Bean for her service both on the Commission and for supporting the Police Department.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on April 14, 2022.

**ADJOURNMENT:**

**Commissioner Bean moved, seconded by Chair Trimble, to adjourn the meeting at 5:44 p.m. Motion carried.**

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Eric Trimble, Chair

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James Trujillo, Secretary/Chief Examiner

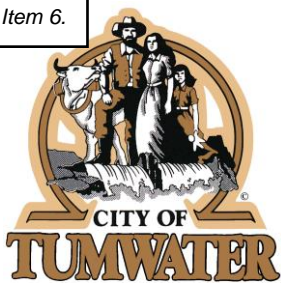
Prepared by Puget Sound Meeting Services, [psmsoly@earthlink.net](mailto:psmsoly@earthlink.net)

## STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – April 2022

<b>Name of List</b>	<b>Date Established</b>	<b>Date Renewed</b>	<b>Date of Expiration</b>
Administrative Assistant	November 2021		November 2022
Assistant Fire Chief	October 2021		October 2022
Battalion Chief	No List		
Fire Capt. Promotional	No List		
Fire Lt. Promotional	No List		
Captain-Medical Services Officer Promotional	No List		
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	November 2021		November 2022
Lateral Firefighter /	No List		
Paramedic	No List		
Paramedic Lieutenant	No List		
Fire Training Lt.	No List		
Lateral Firefighter	No List		
Voluntary Transfer	No List		
FF / Paramedic to FF	No List		

<b>Name of List</b>	<b>Date Established</b>	<b>Date Renewed</b>	<b>Date of Expiration</b>
Police Commander	No List		
Police Lt. Promotional	May 2021		May 2022
Police Sgt. Promotional	November 2021		November 2022
Police Management Analyst	January 2022		January 2023
Police Officer (Entry)	Active Continuous		Active Continuous
Police Officer (Lateral)	Active Continuous		Active Continuous
Police Officer (Certified)	Active Continuous		Active Continuous
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 Civil Service Commission



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### *CIVIL SERVICE COMMISSION*

#### **Fire Fighter Paramedic**

Examination Date:  
Approval Date:  
Expiration Date:

Via Medic One  
April 2022  
April 2023

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Howell, Jarrod	85.28	April 2022	April 2023
2.	Abernathy, William	83.44		
3.	Townsend, Elliott	82.12		
4.	Frost, Alexander	80.12		
5.	Carter, Daegen	78.83		
6.	Weinstein, Andrew	76.19		
7.				
8.				
9.				
10.				

APPROVED:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
DATE

## **Tumwater Fire Department Entry Level Fire Fighter Exam Plan and Process**

**Posting 5/16/2022 — Closing 8/3/2022 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 8/3/2022, invited to Phase 1. **(Written 40% weight)**

### **Phase 1 - Speed Interview – August 23, 24, 25, 2022 (Ranking – P/NP)**

- 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 – September 13, 14, 15, 2022 (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
  - Mechanical Aptitude
- 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 – October 13, 2022**

### **Chief's Interview – October 17-21, 2022**

### **Conditional Offers – October 31, 2022**

### **Academy – TBD**

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

## **Fire Lieutenant Testing Plan - 2022**

Developed and administered by PublicSafetyTesting.com for steps 2 and 3.

### **Step 1: Candidate Screening**

- Candidates will be reviewed by HR and the Assistant Fire Chief to verify qualifications.
- Candidates that meet the qualifications will be invited to participate in Step 2.

### **Step 2: Written Exam: 40%**

**Customized exam including the following components:**

- Fire and Emergency Services Company Officer, Sixth Edition, IFSTA
- Thirty-30-day study period (minimum)
- Total Questions – 100

70% is minimum passing score. Candidates must pass written exam to advance to assessment center step.

### **Step 3: Assessment Center: 60%**

Dimensions rated:

- Oral Communication
- Written Communication
- Interpersonal Insight
- Problem Analysis
- Judgement
- Decisiveness
- Planning and Organization
- Delegation and Control

70% is minimum passing score

**Consideration for list approval at July 14, 2022 Civil Service Commission meeting.**

**Step 4: The top seven (7) candidates are eligible for Chief's Interview and any may be selected**

**Fire Paramedic Lieutenant**  
**Combined Fire Lt. /Paramedic Testing Plan - 2022**

**Four-Step Process:**

Candidates for Fire Paramedic Lt. must pass the Written Examination and Assessment Center for Fire Lt. with minimum score of 70%. The first two steps will be developed and administered by PublicSafetyTesting.com.

**Step 1: Written Exam: 20%**

**Customized exam including the following components:**

- Fire and Emergency Services Company Officer, Sixth Edition, IFSTA
- Thirty-30-day study period (minimum)
- Total Questions – 100

70% is minimum passing score. Candidates must pass written exam to advance to assessment center step.

**Step 2: Assessment Center: 30%**

Dimensions rated:

- Oral Communication
- Written Communication
- Interpersonal Insight
- Problem Analysis
- Judgement
- Decisiveness
- Planning and Organization
- Delegation and Control

70% is minimum passing score. Candidates must pass assessment center step to advance to oral board.

**Steps 3: Oral Board: 50%**

70% is minimum passing score.

**Final Score: Written Exam (20%), Assessment Center (30%), and Oral Board (50%) scores combined to create final ranking.**

**Consideration for list approval at July 14, 2022 Civil Service Commission meeting.**

**Step 4: The top seven (7) candidates are eligible for Chief's Interview and any may be selected**



## **Police Services Specialist I – Exam Plan Tumwater Civil Service Commission – 2022**

**Application** – All candidates meeting minimum qualification receive invitation to take the Written Exam.

**Written Exam** – 40 total points – **20% of Final Score**

### **Rating Category**

Attention to Detail	25%
Ability to Extrapolate	25%
Written Communication	25%
Customer Service	25%

70% Passing Score

**Oral Board Exam** – Ten (10) questions 100 total points – **80% of Final Score**

<b>Dimensions Scored</b>	<b>Weight</b>
Job Related Education & Experience	30%
Team and Service Orientation	30%
Judgement & Decision Making	20%
Communication Skills	20%

Three panelists: One external police administrative manager; one TPD Lieutenant, one administrative employee or community member with knowledge of the position

**Final Score** – 20% Written Exam, 80% Oral Board Exam, plus veteran's preference points

Chief's Interview