



**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, May 18, 2023  
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 of April 13, 2023
5. Status of Civil Service Eligibility Lists April 2023
6. Approval of Fire Prevention Officer II Eligibility List
7. Approval of Continuous Entry Level Police Officer Eligibility List
8. Approval of Police Services Specialist Eligibility List
9. Approval of Fire Lt. and Paramedic Lt. Eligibility Lists
10. Updates
11. Next Meeting Date - 06/08/2023
12. 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](mailto: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](mailto: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](mailto: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](mailto:ADACoordinator@ci.tumwater.wa.us).

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
April 13, 2023 Page 1**

**CONVENE:** 5:30 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 MINUTES, MARCH 9, 2023:**

**MOTION:** Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of March 9, 2023 as published. A voice vote approved the motion.

**APRIL STATUS OF ELIGIBILITY LISTS:** Chief Examiner McGarva reported the eligibility list has not changed since the last meeting.

**APPROVAL OF FIRE PREVENTION OFFICER II EXAMINATION PLAN:** Chief Examiner McGarva reported the department currently includes the positions of Fire Prevention Officer I and Fire Prevention Officer I. The Fire Prevention Officer II position and classification was recently approved by the Commission. The incumbent Fire Prevention Officer I recently completed all necessary certifications required for the position. The proposal is to offer an examination as an in-house promotional opportunity.

The proposed examination plan includes:

*Phase #1: Applicants interested in the position submit an application detailing their qualification.*

*Phase #2: If only one applicant applies for this position, the applicant's qualifications are reviewed and if qualified would be the sole candidate for the eligibility list. However, if more candidates apply meeting the minimum qualifications, all candidates would be scheduled for an oral board examination. Those passing the oral board examination (70% and above) would be ranked on the Eligibility for Hire List based on their oral board score. Under Tumwater Civil Service rules, the Fire Chief is able to interview the top three candidates on the promotion eligibility list.*

Chair Tee requested clarification as to whether a single candidate would be included on the list or referred to the Chief's interview. Chief Examiner McGarva explained that if a single qualified candidate applies, the candidate would be scheduled for an interview by the Chief, and if successful would be

**TUMWATER CIVIL SERVICE COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**April 13, 2023 Page 2**

appointed to the position. A list is created when more than one qualified candidate applies and passes the exam.

Fire Chief Hurley explained that the position is not an additional position but would create an opportunity for the incumbent to apply for a promotion to Fire Prevention Officer II. Through the department's collective bargaining process, the position was created and added to the contract. Requirements for the position were reviewed by the Commission. The position expands the department's capabilities as the position completes fire code inspections as well as public education and outreach.

Chair Tee said he prefers retaining the standard procedure of creating a list regardless of the number of eligible candidates for the Commission's consideration. Chief Examiner McGarva acknowledged the request and indicated the list would likely be presented to the Commission in May. The next step following the Commission's approval of the exam plan is posting the position and proceeding with the exam process. The list may only include one qualified applicant or several qualified applicants.

Commissioner Chard questioned the purpose of the Commission approving a list with only one name. Chief Examiner McGarva said if more than one qualified applicant applies for the position, the applicants must proceed to the oral board. The list would be developed based on the results of the oral board. The list is reviewed and accepted by the Commission followed by the Chief's interview of the top candidates. The list is approved by the Commission prior to the commencement of the Chief's interview(s).

Chair Tee suggested clarifying the steps within the exam plan if only one applicant applies because the oral board process is unclear.

**MOTION:**

**Chair Tee moved, seconded by Commissioner Chard, to approve the Fire Prevention Officer Ii Examination Plan contingent on clarifying language added that if only one qualified candidate applies, an oral board is unnecessary and the applicant will be automatically included on the eligibility list. A voice vote approved the motion.**

**APPROVAL OF  
CONTINUOUS  
ENTRY  
PARAMEDIC LIST:**

Chief Examiner McGarva reported Thurston County Medic One opened recruitment for entry-level paramedic and completed testing. The list includes three names. One applicant was included on previous lists. The candidates are ranked by their public safety testing score. Three candidates passed the Thurston County Medic One testing process. The City's list includes removal of three existing names as two candidates were hired by other agencies and one candidate failed the Chief's interview. The request is to approve the list to enable recruitment efforts by the department.

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
April 13, 2023 Page 3**

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

**NEXT MEETING DATE:** Chief Examiner McGarva requested consideration of scheduling the next meeting on May 18, 2023 instead of May 11, 2023. The Commission approved the new date for the May meeting.

**UPDATES:** Fire Chief Hurley reported on pending testing for Fire Lieutenant. An assessment center test is scheduled on May 19, 2023. Following completion of the testing process, staff plans to present a list for the Commission's consideration for Fire Lieutenant and Paramedic Lieutenant. The department has been notified by a paramedic of plans to retire effective July 1, 2023.

Police Chief Weiks reported the department completed testing for the Police Services Specialist I. Once the appeal period expires, the eligibility list will be presented to the Commission in May for consideration followed by interviews and hiring action.

The officer currently completing the department's field training program is scheduled to complete the second phase of the training and is proceeding well through the testing process. The department anticipates releasing the officer at the end of the May to begin working solely.

One police officer notified the department of a pending resignation because of a move across the country to open a business.

One applicant is undergoing the background investigation process. The investigator is traveling to Texas to complete the background process.

**ADJOURNMENT:** Commissioner Chard moved, seconded by Chair Tee, to adjourn the meeting at 5:49 p.m. A voice vote approved the motion.

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Simon Tee, Chair

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Juliann McGarva, Secretary Chief Examiner

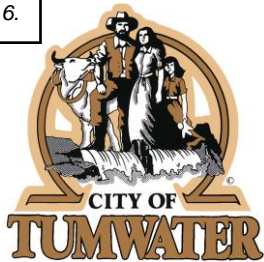
Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, [psmsoly@earthlink.net](mailto:psmsoly@earthlink.net)

## STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – April 2023

<b>Name of List</b>	<b>Date Established</b>	<b>Date Renewed</b>	<b>Date of Expiration</b>
Administrative Assistant	No List		
Assistant Fire Chief	No List		
Battalion Chief	No List		
Fire Capt. Promotional	May 2022		May 2023
Fire Lt. Promotional	July 2022		July 2023
Captain-Medical Services Officer Promotional	May 2022		May 2023
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	November 2022		November 2023
Lateral Paramedic Firefighter	March 2023		March 2024
Paramedic	Active Continuous		Active Continuous
Paramedic Lieutenant	July 2022		July 2023
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	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)	Active Continuous		Active Continuous
Police Admin. Manager	No List		
Police Records Clerk	No List		
Department Assist. II	No List		
Police Svc Specialist I	June 2022		June 2023
Police Svc Specialist II	December 2022		December 2023

Tumwater Civil Service Commission



City Hall  
 555 Israel Road SW  
 Tumwater, WA 98501-6515  
 Phone: 360-754-5855  
 Fax: 360-754-4126

*CIVIL SERVICE COMMISSION*  
**FIRE PREVENTION OFFICER II**

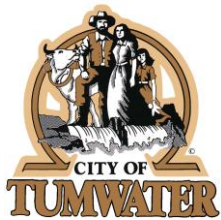
Examination Date: May 2023  
 Approval Date: May 2023  
 Expiration Date: May 2024

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Mark Armstong	%	May 2023	May 2024

APPROVED:

\_\_\_\_\_  
 CHAIR

\_\_\_\_\_  
 DATE



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*CIVIL SERVICE COMMISSION*

**POLICE OFFICER – ENTRY LEVEL**

Examination Date: Continuous  
 Approval Date: May 2023  
 Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1.	Stephen Schimek	92.08%	May 2023	May 2024
2.	Michael Silva	85.24%	May 2023	May 2024
3.	Ryan Furbush	84.49%	November 2022	November 2023
4.	Anthony Dominguez	83.62%	May 2023	May 2024
5.	Justin Hatt	81.04%	May 2023	May 2024
6.	Maiah Chrisope	74.70%	February 2023	February 2024

APPROVED:

\_\_\_\_\_  
 CHAIR

\_\_\_\_\_  
 DATE

**Added to the list:**

Stephen Schimek  
 Michael Silva  
 Anthony Dominguez  
 Justin Hatt

**Removed from List:**

Jared Butler – withdrew  
 Jeff Berglund – FCI  
 Brandon Hopkins – FCI  
 Raymond Benson – FCI  
 Cameron Alonzo – withdrew  
 Marvin Hernandez - expired





## CIVIL SERVICE COMMISSION

### RESULTS OF TESTING FOR POLICE SERVICE SPECIALIST I

This promotional recruitment opened March 7, 2023 and closed March 24, 2023. The exam process involved two phases. Phase I was a written exam and Phase II was an Oral Board.

Number of applicants	25
Number of applicants completing Phase I	14
Number of applicants completing Phase II	5
Number and percentage passing exams and proposed for hiring list	3 (60%)

The Chief can interview the top seven on the eligibility for hire list.

Examination results will remain on file for five years as required by civil service rules.



City Hall  
 555 Israel Road SW  
 Tumwater, WA 98501-6515  
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***CIVIL SERVICE COMMISSION***  
**POLICE SERVICE SPECIALIST I**

Examination Date: April 2023  
 Approval Date: April 2023  
 Expiration Date: April 2024

<b>RANK</b>	<b>NAME</b>	<b>EXAM SCORE</b>	<b>APPROVAL DATE</b>	<b>EXPIRATION DATE</b>
1.	Carmen Flahaut	79.78%	April 2023	April 2024
2.	Brian Schmidlkofer	74.18%	April 2023	April 2024
3.	Susana Santee	73.67%	April 2023	April 2024

APPROVED:

\_\_\_\_\_  
 CHAIR

\_\_\_\_\_  
 DATE

\*Conditionally approved April 24, 2023



*CIVIL SERVICE COMMISSION*

**FIRE LIEUTENANT - PROMOTIONAL**

Examination Date:	May 2023
Approval Date:	May 2023
Initial Expiration Date:	May 2024

RANK	NAME	EXAM SCORE
1	Shane Brady	86.58%
2	Doug Stankavich	80.65%
3	Scott Kennedy	75.90%

APPROVED:

CHAIR

DATE



*CIVIL SERVICE COMMISSION*

**PARAMEDIC LIEUTENANT - PROMOTIONAL**

Examination Date:	May 2023
Approval Date:	May 2023
Initial Expiration Date:	May 2024

RANK	NAME	EXAM SCORE
1	Doug Stankavich	81.83%

APPROVED:

CHAIR	DATE
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