



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, November 14, 2024
5:30 PM**

1. Call to Order
2. Roll Call
3. Welcome New Civil Service Commissioner Pat Schneider
4. Changes to Agenda
5. Approval of Minutes
 - a. Approval of Civil Service Commission Minutes, October 10, 2024
6. Eligibility List Update
7. Entry Level Police Eligibility
8. FF to FFPM Promotional List
9. Fire Prevention Officer Eligibility
10. Fire Lt. Testing Plan - 2025
11. Paramedic Lt. Testing Plan - 2025
12. Next Meeting Date - 12/12/2024
13. 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
OCTOBER 10, 2024 Page 1**

CONVENE: 5:32 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

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

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

**APPROVAL OF
MINUTES: CIVIL
SERVICE
COMMISSION -
SEPTEMBER 12, 2024:**

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of September 12, 2024 as published. A voice vote approved the motion.**

STATUS OF OCTOBER 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.

LATERAL PARAMEDIC FIREFIGHTER ELIGIBILITY: Chief Examiner Sutherland advised of one new applicant to add to the Lateral Paramedic Firefighter Eligibility List. The applicant scored 86.25% and joins four existing candidates on the list. Staff is requesting approval to add the applicant to the Lateral Paramedic Firefighter Eligibility List as presented.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Lateral Paramedic Firefighter Level Eligibility List for October 2024 as presented. A voice vote approved the motion.**

APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland reported six candidates are proposed for addition to the list. Nine candidates are proposed for removal from the list. Staff requests approval of the proposed Entry Level Police Eligibility List as presented.

Chair Tee asked whether the large number of candidates removed from the list was attributed to expiration of their time on the list. Chief Examiner Sutherland advised that several of the candidates failed the Chief’s interview, two candidates withdrew voluntarily, and one candidate was removed because the applicant had been terminated from employment.

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
OCTOBER 10, 2024 Page 2**

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

APPROVAL OF PARAMEDIC FIREFIGHTER ELIGIBILITY LIST: Chief Examiner Sutherland advised of the voluntarily withdrawal of four candidates and two candidates proposed for addition to the list.

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

LATERAL POLICE OFFICER ELIGIBILITY LIST: Chief Examiner Sutherland advised of one proposed candidate to add to the Police Officer Eligibility List. Staff requests approval of the eligibility list as proposed for October 2024.

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

APPROVAL OF RECLASSIFICATION OF THE ASSISTANT FIRE CHIEF POSITION TO A DEPUTY FIRE CHIEF POSITION: Chief Examiner Sutherland requested approval of a reclassification of the Assistant Fire Chief position to a Deputy Fire Chief position. The action would change the job title.

Fire Chief Hurley said the proposal has been under consideration for some time. As an expanding Fire Department, the responsibilities of the Assistant Fire Chief have expanded substantially because of the increase in personnel. Currently, the Deputy Chief position would serve as the second highest officer in the department. However, in the near term, the department wishes to maintain several assistant fire chiefs for management of different programs, such as community risk reduction, health and safety, and EMS. The proposal aligns with area partners with similar command structures.

Commissioner Chard asked whether the proposal also includes an increase in salary. Fire Chief Hurley replied that the salary is not tied to the change in the position because the action does not reflect a change in grade. Commissioner Chard expressed support for the proposal to accommodate changes in the department.

Chair Tee inquired about any potential changes in the scope of responsibilities for the position. Fire Chief Hurley said the position will continue to serve as the chief of operations within the fire department. The chief of operations oversees the training division, medical services officer, and battalion chiefs. The proposal enables

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
OCTOBER 10, 2024 Page 3**

the department to grow its organization as other divisions begin adding assistant chiefs. Many of the responsibilities will remain the same but the proposal positions the fire department to meet needs due to growth in the City.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to approve the reclassification of the Assistant Fire Chief position to Deputy Fire Chief as presented. A voice vote approved the motion.

**AUTHORIZATION
FOR PROMOTIONAL
EXAM FROM
FIREFIGHTER TO
FIREFIGHTER
PARAMEDIC:**

Chief Examiner Sutherland said the request is for approval to authorize a promotional examination from Firefighter to Firefighter Paramedic for internal posting only.

Fire Chief Hurley said the proposal is the not the first request as the department has the ability to enroll Firefighters to attend paramedic school, which requires approximately one year to complete. Several employees serving as Firefighters have completed the paramedic school and obtained all required certifications. The department offers an opportunity for candidates to apply and move to the Firefighter Paramedic job class. The action is considered a promotion. The Firefighter successfully completed paramedic schooling and has begun working as a Paramedic.

Chair Tee asked whether the promotional exam was previously used or whether it is a new exam. Fire Chief Hurley replied that the process was previously utilized several years ago for another firefighter position. The applicant is required to submit a letter of interest and application for the position. In this particular situation, only one candidate has applied for the position. The candidate has passed all the qualifications for paramedic certification and approval of working as a paramedic by Thurston County Medic One.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to authorize the promotional exam from Firefighter to Firefighter Paramedic as proposed. A voice vote approved the motion.

UPDATES:

Police Commander Mason updated the Commission on the status of hiring within the police department. The department continues the process of hiring new officers with three new employees participating in department field training. The department recently hired another officer who is scheduled to attend the basic law enforcement academy. The department is processing several background references to fill other open positions.

Fire Chief Hurley reported the new Fire Department Assistant joined the department in mid-September. Over the next week, the

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
OCTOBER 10, 2024 Page 4**

department is hosting an oral board for Fire Prevention Officer candidates. The department extended some conditional employment offers and is completing agreements with Medic One to add the eighth medic unit in the county in Tumwater. The addition of the medic unit requires the nine new paramedic positions.

In response to questions about fire department recruitment events, Fire Chief Hurley advised that several fire department recruiting open houses are planned in December and January with tours of the fire station, information about position of a firefighter, and information on the hiring process. The City’s social media announcements for recruitment have been effective in attracting interest within the community.

Chief Examiner Sutherland reported on the interview earlier in the day of an applicant to fill the vacant Commissioner position.

Chair Tee thanked the City for including him in the interview process. He is hopeful of the candidate’s appointment to the Commission.

**NEXT MEETING
DATE:**

The next meeting is scheduled on November 14, 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 – November 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



CIVIL SERVICE COMMISSION
POLICE OFFICER - ENTRY LEVEL

Examination Date: Continuous
 Approval Date: November 2024
 Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Alixander Holman	93.61	November 2024	November 2025
2	Adron Jackson	84.84	November 2024	November 2025
3	Brittani Turner	83.36	November 2024	November 2025
4	Lucas Goergen	82.80	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	Brandon Hopkins	76.44	March 2024	March 2025
9	Robert Docherty	75.25	October 2024	October 2025
10	Adam Davis	72.98	May 2024	May 2025
11	Vu Ngoc Nguyen	72.75	March 2024	March 2025
12	Javier Villegas Magallon Jr	72.22	January 2024	January 2025

APPROVED:

CHAIR

DATE

Added to the list:

- Alixander Holman
- Adron Jackson
- Brittani Turner
- Lucas Goergen

Removed from List:

- Matthew Dimain: FCI



CIVIL SERVICE COMMISSION

Firefighter to Firefighter Paramedic Promotional List

RANK	NAME	APPROVAL DATE
1	Dante Cammarata	November 2025
2	Zachariah Robertson	November 2025

APPROVED:

CHAIR

DATE



**CIVIL SERVICE COMMISSION
Fire Prevention Officer**

Examination Date: Continuous
 Approval Date: October 2024
 Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Scott Kennedy	84%	October 2024	October 2025
2	Sam Hayes	74%	October 2024	October 2025
3	Brandon Venegas	70%	October 2024	October 2025

APPROVED:

CHAIR

DATE

Added to the list:

- Scott Kennedy
- Sam Hayes
- Brandon Venegas

Removed from List:

- Jeremy McClellan: Withdrew

Fire Lieutenant Testing Plan - 2025

Three-Step Process:

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

Step 1: Candidate Screening

- HR and the Deputy Fire Chief will review candidates to verify qualifications.
- Candidates who meet the qualifications will be invited to participate in Step 2.

Step 2: Work Performance Rating: 20%

The WPR is a testing component that objectively incorporates the candidate's prior work performance into the promotional testing process:

Dimensions Rated:

- Demonstrates responsible and ethical behavior.
- Demonstrates the agency's mission and values.
- Demonstrates quality of work.
- Demonstrates quantity of work.
- Demonstrates leadership.

All candidates will proceed to the assessment center.

Step 3: Assessment Center: 80%

Dimensions rated:

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

70% is the minimum passing score

Consideration for list approval at the February 13, 2025, Civil Service Commission meeting.

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

Paramedic Lieutenant Testing Plan - 2025

Four-Step Process:

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

Step 1: Candidate Screening

- HR and the Deputy Fire Chief will review candidates to verify qualifications.
- Candidates who meet the qualifications will be invited to participate in Step 2.

Step 2: Work Performance Rating: 20%

The WPR is a testing component that objectively incorporates the candidate's prior work performance into the promotional testing process:

Dimensions Rated:

- Demonstrates responsible and ethical behavior.
- Demonstrates the agency's mission and values.
- Demonstrates quality of work.
- Demonstrates quantity of work.
- Demonstrates leadership.

All candidates will proceed to the assessment center.

Step 3: Assessment Center: 40%

Dimensions rated:

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

70% is the minimum passing score

Steps 3: Oral Board: 40%

70% is the minimum passing score.

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

Consideration for list approval at the February 13, 2025, Civil Service Commission meeting.

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