

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
NOVEMBER 9, 2023 Page 1**

**CONVENE:** 5:32 p.m.

**PRESENT:** Chair Simon Tee and Commissioner Blake Chard.

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

**CHANGES TO AGENDA:** Following a discussion on a follow-up regarding the appointment process for the Secretary/Chief Examiner position as included on the agenda, the Commission offered no changes to the agenda.

**APPROVAL OF  
OCTOBER 12, 2023  
MINUTES:**

**MOTION:** Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of September 14, 2023 as published. A voice vote approved the motion.

**CITY  
ADMINISTRATOR  
LISA PARKS:**

City Administrator Parks introduced herself and provided information on her professional background and education. Her education, training, and background focuses on land use and environmental planning. She previously served as the Director of Environmental and Planning Programs and worked on capital investment planning strategies for the Port of Olympia. She also served as the Executive Director of the Port of Douglas County. Most of her employment history has been with cities and counties, as well as port districts and public utility districts on local government planning and financing. She is pleased to have the opportunity to work for the City of Tumwater.

Chair Tee and Commissioner Chard welcomed City Administrator Parks to the City.

**STATUS OF  
ELIGIBILITY  
LISTS:**

Chief Examiner Sutherland updated the Commission on the status of the eligibility lists as of November 2023. Recent updates include the Firefighter Entry Level new recruitment process. Other lists are expiring in 2024. The Police Services Specialist 1 Eligibility List was updated through 2024.

**APPROVAL OF  
ENTRY LEVEL  
POLICE  
ELIGIBILITY  
LIST:**

Chief Examiner Sutherland reported the proposed list includes the addition of four new candidates for a list of 12 candidates. The Department anticipates moving forward with a background investigation of one candidate. Interviews have been conducted with several of the candidates. The request is to approve the proposed list of candidates with expirations dates noted for each candidate on the list.

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
NOVEMBER 9, 2023 Page 2**

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

**APPROVAL OF  
BATTALION  
CHIEF MEDICAL  
SERVICES  
OFFICER CLASS  
SPECIFICATION:** Chief Examiner Sutherland reported Assistant Fire Chief Crimmins reviewed the class specifications for the position. The department requests the Commission's review to enable posting and filling of the position in 2024.

Assistant Fire Chief Crimmins reminded the Commission of the action last year to reclassify Fire Captains to Battalion Chief positions. The request is essentially the same for conversion of the Medical Services Captain to Medical Services Officer Battalion Chief. The duties essentially remain the same.

**MOTION:** **Commissioner Chard moved, seconded by Chair Tee, to approve the Battalion Chief Medical Services Officer Class Specification as presented. A voice vote approved the motion.**

**BATTALION  
CHIEF MEDICAL  
SERVICES  
OFFICER EXAM  
PLAN:** Chief Examiner Sutherland advised that the exam plan is a four-step process for filling the Battalion Chief Medical Services Officer position. The first step is a written exam weighted at 20% followed by an assessment center rated at 30% with various dimensions, an oral board rated at 50%, and the Chief's interview. Candidates must receive a minimum passing score of 70% of each testing component. The request is for approval of the proposed exam plan.

**MOTION:** **Commissioner Chard moved, seconded by Chair Tee, to approve the Battalion Chief Medical Services Office Exam Plan as presented. A voice vote approved the motion.**

**APPROVAL OF  
BATTALION  
CHIEF EXAM  
PLAN:** Chief Examiner Sutherland reported the exam plan is similar to the Battalion Chief Medical Services Officer exam plan. The written exam represents 40% and the assessment center is rated at 60% of the total score. The minimum passing score is 70%. The top seven candidates are eligible for the Chief's interview and any may be selected.

Commissioner Chard questioned the reason for the lack of an oral board and the difference in scores for the exam and the assessment center. Assistant Fire Chief Crimmins said the testing process for the position does not include an oral board, which is why scoring is different between the two positions.

Chair Tee asked for the reason for not including an oral board for the position. Fire Chief Hurley explained that both positions include the assessment center for different dimensions. However, the Medical Services Officer has some specialized duties related to supervising the

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
NOVEMBER 9, 2023 Page 3**

emergency medical services program, working with Thurston County Medic One, and overseeing training and education of paramedics and EMTs. The position has a skill set that should be evaluated through an oral board to assess the candidate's capabilities for addressing the medical aspects of the position.

Chair Tee questioned whether the need also exists for an oral board for the Battalion Chief position. Fire Chief Hurley responded that the assessment center testing provides an opportunity for candidates to answer questions, submit written submissions, and provide presentations. Candidates also participate in and respond to technical scenarios. The assessment center testing includes a series of questions requiring responses. The oral board was added to the exam process for the MSO position as a way to evaluate the medical specialties of the position.

Assistant Fire Chief Crimmins added that the difference between the two positions and in the exam plans is due to the nature of the MSO Battalion Chief position, which is more of an administrative position serving during the day whereas the Fire Battalion Chief is strictly performing duties on shifts. The MSO Battalion Chief completes the same testing except for the addition of the oral board because of the administrative duties.

Commissioner Chard asked about the make-up of the oral board. Assistant Fire Chief Crimmins said oral boards are typically comprised of representatives from Thurston County Medic One, Olympia Fire Department, Lacey Fire District 3, and a community member.

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

**REQUEST TO  
AMEND CIVIL  
SERVICE RULES:**

Chief Examiner Sutherland reported that based on the discussion at the last meeting, staff researched Civil Service Rules and identified a conflict with the Tumwater Municipal Code. Currently, Civil Service Rules require the Commission's Secretary/Examiner to be appointed through a competitive process of any interested resident in the City. However, after discussing the issue with the City Attorney and reviewing the municipal code, the research revealed that the Secretary/Chief Examiner position as authorized by RCW 42.08.040 and RCW 41.12 shall be appointed by the Commission from among qualified City employees selected and recommended by the Mayor. Since the municipal code supersedes Civil Service Commission Rules, staff is requesting the adoption of the provision within the municipal code and updating Civil Service Rules.

Chair Tee asked whether the City Attorney determined that the municipal code supersedes Civil Service Rules. Chief Examiner Sutherland affirmed it was the determination by the City Attorney.

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
NOVEMBER 9, 2023 Page 4**

Chair Tee expressed appreciation for the clarification by the City Attorney and Chief Examiner Sutherland.

Chief Examiner Sutherland recommended the Commission adopt a motion approving the proposed language and consider appointment of the Chief Examiner at the Commission's next meeting as recommended by the Mayor.

**MOTION:** Commissioner Chard moved, seconded by Chair Tee, to accept the recommendation as reflected in the information presented to the Commission for staff to update language within Civil Service Rules and approve the addition of the new language. A voice vote approved the motion.

**UPDATES:** Police Chief Weiks reported on the upcoming graduation of two police officers from the Basic Law Enforcement Academy on Tuesday, November 14, 2023. The officers will begin the field training program and within four months will begin as patrol officers. Another new employee started at the academy on November 1, 2023. Currently, the department has two police officer positions vacant with two background investigations in progress. The background investigation was completed on the department's front office position. The individual is scheduled to begin on November 15, 2023.

Fire Chief Hurley said the department's new Department Assistant is scheduled to start on November 16, 2023. A conditional offer is pending to a lone candidate on the lateral firefighter paramedic list. The candidate is working through the hiring process and the department is hopeful the candidate will successfully complete all requirements. It has been difficult to recruit and attract firefighter paramedic candidates in today's employment environment. Medic One administers the entry level testing and none of the candidates passed the last exam. The department continues to explore other options to fill those positions. One firefighter in the department is attending paramedic school with support from Medic One. The department is utilizing the existing entry level firefighter list to interview seven candidates to fill one position in January. With several pending retirements in 2024, the department is working on a process to fill those positions when they become vacant.

Chief Examiner Sutherland noted the City has posted the vacant Civil Service Commissioner position on [governmentjobs.com](https://www.governmentjobs.com). She encouraged Commissioners to share information with any interested residents or provide them with her contact information.

Commissioner Chard said he serves on the Board of the Family Support Center located in west Olympia. The Center is building a new housing

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
NOVEMBER 9, 2023 Page 5**

complex for homeless families. An open house is scheduled on November 29, 2023 at 2 p.m. He invited everyone to attend the ribbon cutting ceremony at 2:30 p.m.

**NEXT MEETING DATE:** The next meeting is scheduled on Thursday, December 14, 2023 at 5:30 p.m.

**ADJOURNMENT:** **Chair Tee moved, seconded by Commissioner Chard, to adjourn the meeting at 6:04 p.m. A voice vote approved the motion.**

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Simon Tee, Chair

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Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, psmsoly@earthlink.net