

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
January 13, 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: There were no changes to the agenda.

**APPROVAL OF
MINUTES FOR
DECEMBER 9, 2021**

MOTION: Commissioner Bean moved, seconded by Chair Trimble, to approve the December 9, 2021 minutes as presented. Motion carried.

**APPROVAL OF
UPDATED CIVIL
SERVICE RULES:** Chief Examiner Trujillo reported members were briefed on the proposed changes to Civil Service Rules at the last meeting. Most of the changes were housekeeping in nature with the addition of a Police Analyst position and elimination of Secretary as a Civil Service position. The position was updated to the positions of Department Assistant 2 and Department Assistant 3. Other changes updated pronouns throughout the entire document to improve inclusivity.

MOTION: Commissioner Bean moved, seconded by Chair Trimble, to approve the proposed changes to Civil Service Rules as presented. Motion carried.

**STATUS OF
ELIGIBILITY LISTS:** Chief Examiner Trujillo reported the eligibility list for Police Services Specialist 1 was renewed in January 2021 for one year. Based on his interpretation of the rule, the extension is effective from the original date the list was established as opposed to another 12 months. The proposal is an amendment to change the extension from January 2022 to reflect March 2022. There are no other changes to existing eligibility lists.

MOTION: Commissioner Bean moved, seconded by Chair Trimble, to approve the proposed correction to the Eligibility List for Police Services Specialist 1. Motion carried.

**APPROVAL OF
ELIGIBILITY LIST
FOR HIRE: POLICE
MANAGEMENT
ANALYST:** Chief Examiner Trujillo said in October 2021, the Commission approved a new position in the Police Department of a Police Management Analyst. The City has been seeking to fill the position for some time to increase communications on crime statistics and other law enforcement trends. The City completed a recruitment process with two qualified individuals

TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
January 13, 2022 Page 2

identified for the position. Both candidates completed an interview and one candidate passed the exam for the position. One candidate scored 97.9% on the exam with the second candidate scoring below a passing score at 60%. The proposed eligibility list contains one name.

MOTION: **Commissioner Bean moved, seconded by Chair Trimble, to adopt the proposed Eligibility List for Hire: Police Management Analyst as presented. Motion carried.**

UPDATES AND SCHEDULING: Chief Examiner Trujillo thanked Commissioners for completing the required Open Public Meetings Act training.

The City has enacted a COVID-19 vaccination mandate; however, the mandate does not apply to the Civil Service Commission until in-person meetings resume. At that time, Commissioners will be asked to sign an attestation and provide proof of vaccination. With the new COVID variant increasing, the City does not plan to resume in-person meetings at this time. This spring, the City may consider hosting either hybrid or in-person meetings.

Fire Chief Hurley reported the Department's new Administrative Assistant began work on December 16, 2021. Two new firefighters joined the department during the first week in January and are scheduled to attend the fire academy in Lacey on February 7, 2022. Several Fire Department employees have tested positive for COVID but not at a level that would affect staffing capabilities. As EMS providers, Fire Department employees have good access to antigen tests.

Police Chief Weiks said the Police Department has experienced similar circumstances with respect to COVID. Several employees have tested positive but because of the length of time between infections, the department has not been impacted. The Police Department has two police officer vacancies with oral boards planned next week. A proposed eligibility will be presented to the Commission in February. One new hire is attending the police academy and is progressing well. The academy has been affected by COVID with many recruits testing positive for COVID creating a situation where training is often conducted online. Despite setbacks in training modes, the candidate is on track to graduate. One police sergeant assigned on light duty for over a year has successfully succeeded in undergoing surgery and should return to work by mid-year.

Chair Trimble asked whether either department has any scheduled employee retirements during 2022. Police Chief Weiks said the department's Service Transport Officer has advised of retiring in June 2022.

Fire Chief Hurley said he does not believe there are any retirements

TUMWATER CIVIL SERVICE COMMISSION

MINUTES OF VIRTUAL MEETING

January 13, 2022 Page 3

pending for the Fire Department other than several employees are approaching age 53 with 25 to 30 years of service, who may elect to retire in the next 18 to 24 months.

**NEXT MEETING
DATE:**

The next meeting is scheduled on February 10, 2022.

ADJOURNMENT:

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

Eric Trimble, Chair

James Trujillo, Secretary/Chief Examiner

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