

**TUMWATER CIVIL SERVICE COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
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**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 Weeks.

**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 staff

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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 Weeks 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 he

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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.

**NEXT MEETING DATE:**

The next meeting is scheduled on March 10, 2022.

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**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

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