

**TUMWATER CIVIL SERVICE COMMISSION**  
**MINUTES OF VIRTUAL MEETING**  
**September 8, 2022 Page 1**

**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Eric Trimble and Commissioner Simon Tee.

Staff: Secretary/Chief Examiner James Trujillo, Police Chief Jon Weeks, and Assistant Fire Chief Shawn Crimmins.

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

**APPROVAL OF MINUTES, AUGUST 10, 2022:** Commissioner Tee requested a minor change to the minutes of August 10, 2022 correcting, "Police Service Specialist II" within the first motion on page 2 to reflect, "Police Service Specialist II."

**MOTION:** **Commissioner Tee moved, seconded by Chair Trimble, to approve the minutes of August 10, 2022 as amended. A voice vote approved the motion.**

**SEPTEMBER STATUS OF ELIGIBILITY LISTS:** Chief Examiner Trujillo reported there have been no changes to the eligibility lists since the last update.

**PARAMEDIC/FIREFIGHTER LATERAL EXAM PLAN:** Chief Examiner Trujillo reported the proposed exam plan for a lateral Paramedic/Firefighter is a similar exam used by the Fire Department in the past. The applications are reviewed by subject matter experts. The Fire Department is seeking applicants who have been employed in a full-time, paid, firefighter/paramedic position for no less than 24 consecutive months, currently possess a valid Washington State Paramedic Certification or a National Registered Paramedic Certification, and successfully completed IFSAC Firefighter 1 certification. Individuals meeting the qualifications would be approved to participate in the oral board process and must receive a minimum score of 70%.

Chair Trimble inquired as to whether the first phase of qualifications is consistent with existing rules. Chief Examiner Trujillo explained that the qualifications are consistent with the requirements of the position.

Assistant Fire Chief Crimmins added that the qualifications are consistent with the department's lateral process for firefighters and firefighters/EMT recruitment processes other than for the Paramedic/Firefighter which requires paramedic certification.

Chief Examiner Trujillo explained that Civil Service Rules speak to a merit-based focused process. The hiring opportunity is for qualified individuals seeking a lateral appointment.

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Chief Examiner Trujillo described the Phase 2 – Oral Board process involving a 30-minute oral board comprised of three raters/panelists with the applicant answering ten questions on Communication Skills (25%), Compassion/Service Orientation (25%), Critical Thinking/Problem Solving (25%), and Working with the Public (25%). A 70% minimum passing score is required for placement on the eligibility list.

Commissioner Tee advocated for only sponsoring one panel to ensure consistency as multiple panels can often result in some scoring differences. He recommended limiting the process to one set of panelists for interviewing and scoring to ensure consistency, as well as reliability. Assistant Fire Chief Crimmins concurred and added that it is likely only one panel of interviewers would be needed because the number of applicants should likely not exceed five individuals.

Chief Examiner Trujillo agreed that limiting the process to one panel would likely be the process; however, multiple panels afford the ability to accommodate more applicants in the event the City receives more applications than anticipated.

**MOTION:**

**Chair Trimble moved, seconded by Commissioner Tee, to approve the Lateral Paramedic Firefighter Exam Plan and Process as presented. A voice vote approved the motion.**

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

Chief Examiner Trujillo referred to the previous action by the Commission to grant the Chief Examiner the ability to approve the Entry Level Police Officer Eligibility List conditionally. As a result, Chief Examiner Trujillo reported he conditionally approved an Entry Level Police Officer Eligibility List pursuant to the new Civil Service Rules. The proposed action is for approval of the Entry Level Police Officer Eligibility List as presented. He cited a report attached to the eligibility list with data on the number of applicants, demographics as requested previously, and the number of applicants that passed the written exam for advancement to Phase 2. The City received no appeals from any of the candidates. The proposal is to approve the addition of four applicants to the existing list containing one name.

Chair Trimble asked whether the conditional action assisted the Police Department in moving forward to seek qualified applicants. Police Chief Weiks said the process was helpful other than none of the four applicants passed the Chief's interview. The ability of moving forward with the Chief's interview was beneficial because if an applicant had passed, the hiring process would have advanced by several weeks.

**MOTION:**

**Chair Trimble moved, seconded by Commissioner Tee, approve the Entry Level Police Officer Eligibility List as presented. A voice vote approved the motion.**

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**UPDATES:**

Chief Examiner Trujillo advised the Commission of a change in the format of the meeting minutes beginning next year. The format will change to action minutes.

The City is still seeking to fill the vacant Commission position and has not been successful in identifying a candidate. The Council recently mentioned the option of providing compensation to members of City boards and commissions.

Police Chief Weiks said the most recent new employee began attending the police academy earlier in the week, which was scheduled two months sooner than the department anticipated. Police Officer Tyler Brown, who was hired a year ago, recently completed the department's Field Training Program and is now performing patrol duties. Another entry-level oral board is scheduled on Thursday, September 15, 2022.

Assistant Fire Chief Crimmins reported on the loss of a candidate who received a conditional offer for an entry-level paramedic who accepted an offer from Lacey Fire District. He thanked the Commission for approving the conditional approval process for entry-level positions as the department is seeking to fill a vacant position. The department's most recent hire of a Paramedic/Firefighter is doing very well. He joined the department in an entry level but had already completed the fire academy. James Osberg, who was promoted to Captain Medical Service Officer and Monty Sorem who was promoted to Paramedic Lieutenant both started their new positions effective September 2, 2022.

Chair Trimble commented on participating in a recent virtual meeting of the Regional Fire Authority Planning Committee.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on Thursday, October 13, 2022.

**ADJOURNMENT:**

**Commissioner Tee moved, seconded by Chair Trimble, to adjourn the meeting at 5:42 p.m. Motion carried.**

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Eric Trimble, Chair

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James Trujillo, Secretary Chief Examiner