

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
SEPTEMBER 12, 2024 Page 1**

CONVENE: 5:31 p.m.

PRESENT: Chair Simon Tee and Commissioner Blake Chard.

Staff: Secretary/Chief Examiner Michelle Sutherland, Police Chief Jon Weiks, and Assistant Fire Chief Shawn Crimmins.

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

**APPROVAL OF
MINUTES: CIVIL
SERVICE
COMMISSION
MINUTES:
AUGUST 8, 2024
MINUTES:**

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of August 8, 2024 as published. A voice vote approved the motion.**

**STATUS OF
SEPTEMBER
ELIGIBILITY
LISTS:** Chief Examiner Sutherland reviewed the status of the eligibility lists. The Fire Department Assistant II list was approved last month and is effective August 2024 through August 2025. Active continuous lists remain effective. There are no other changes to the lists.

**APPROVAL OF
POLICE OFFICER
ENTRY LEVEL
ELIGIBILITY
LIST:** Chief Examiner Sutherland advised of six new candidates to add to the eligibility list. Six candidates are proposed for removal from list. Staff is requesting approval of the Police Officer Entry Level Eligibility List as presented.

Police Chief Weiks reported one candidate failed to pass the background investigation and was removed from the list.

MOTION: **Commissioner Chard moved, seconded by Chair Tee, to approve the Police Officer Entry Level Eligibility List for September 2024 as presented. A voice vote approved the motion.**

**APPROVAL OF
PARAMEDIC
FIREFIGHTER
ELIGIBILITY
LIST:** Chief Examiner Sutherland reported three candidates are proposed for addition to the list. One candidate is proposed for removal as the candidate failed the Chief's interview. Staff requests approval of the proposed Paramedic Firefighter Eligibility List as presented.

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

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
SEPTEMBER 12, 2024 Page 2**

approved the motion.

**APPROVAL OF
FIRE
PREVENTION
OFFICER EXAM
PLAN:**

Chief Examiner Sutherland reviewed the exam plan for the Fire Prevention Officer position.

The exam includes two phases with the first phase comprised of applicants applying for the position with information on their respective qualifications. During the second phase, if only one applicant applies, the applicant's qualifications are reviewed and if qualified, would be proposed as the sole candidate for the eligibility list. If more than one candidate applies, all candidates meeting the minimum qualifications for the position would be scheduled for an oral board examination. Candidates passing the oral board examination (70% and above) would be ranked on the eligibility list based on the candidate's oral board score. The position will be continuously posted until the position is filled.

Chair Tee requested clarification as to whether a sole candidate would also be required to complete an oral board interview. Assistant Fire Chief Crimmins affirmed the candidate would be required to participate in an oral board. During the last hiring process, only one candidate applied. The candidate completed the oral board but did not pass the oral board. An oral board will be scheduled even if only one candidate applies.

MOTION:

Commissioner Chard moved, seconded by Chair Tee, to approve the Fire Prevention Officer Exam Plan as presented. A voice vote approved the motion.

UPDATES:

Police Chief Weiks advised of four open positions in the police department. Two candidates are currently completing the background investigation. Staff continues interviewing candidates from the eligibility lists. One employee is participating in the Field Training Program. Another new employee recently graduated from the law enforcement academy. Another individual is due to graduate from the academy in three weeks.

Assistant Fire Chief Crimmins reported the Department Assistant II is scheduled to begin work on Monday, September 16, 2024. The department extended four conditional offers to paramedic candidates. With the approval of additional paramedics to the eligibility list, Chief interviews will be scheduled.

**NEXT MEETING
DATE:**

The next meeting is scheduled on October 10, 2024.

ADJOURNMENT:

Chair Tee moved, seconded by Commissioner Chard, to adjourn

**TUMWATER CIVIL SERVICE COMMISSION
MINUTES OF VIRTUAL MEETING
SEPTEMBER 12, 2024 Page 3**

the meeting at 5:44 p.m. A voice vote approved the motion.

Simon Tee, Chair

Michelle Sutherland, Secretary Chief Examiner

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