

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
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**CONVENE:** 5:35 p.m.

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

Staff: Secretary/Chief Examiner Juliann McGarva, Police Chief Jon Weiks, Assistant Fire Chief Shawn Crimmins, and HR Analyst Lacy Neal.

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

**APPROVAL OF MINUTES, APRIL 13, 2023:**

**MOTION:** Commissioner Chard moved, seconded by Chair Tee, to approve the minutes of April 13, 2023 as published. A voice vote approved the motion.

**APRIL STATUS OF ELIGIBILITY LISTS:** Chief Examiner McGarva reported the eligibility list has not changed since the last meeting other than the addition of the Fire Lieutenant and Paramedic Lieutenant - Promotional Eligibility Lists (to be considered for approval later in the meeting).

**APPROVAL OF FIRE PREVENTION OFFICER II ELIGIBILITY LIST:** Chief Examiner McGarva reported the City received only one application. The exam plan stipulated that if only one qualified applicant applied, the Commission would receive the eligibility list containing the one candidate and the candidate could proceed to the Chief's interview following approval of the eligibility list by the Commission. The applicant currently holds the position of Fire Prevention Officer I at the Tumwater Fire Department.

**MOTION:** Commissioner Chard moved, seconded by Chair Tee, to approve the Fire Prevention Officer II Eligibility List as presented. A voice vote approved the motion.

**APPROVAL OF CONTINUOUS ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:** Chief Examiner McGarva presented the entry level Police Officer eligibility list. The list includes the removal of six applicants for either self-removal, failure to pass the Chief's interview, or the candidate's time on the list expired. The list includes four new applicants.

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

**APPROVAL OF POLICE SERVICES** Chief Examiner McGarva reported the City received 25 applications for the position of Police Services Specialist 1 with 14 applicants completing Phase 1

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**SPECIALIST  
ELIGIBILITY  
LIST:**

and five applicants completing Phase 2. The list was conditionally approved as of April 24, 2023 because of the difficulty in recruiting for the position. This process represents the third attempt with the City losing applicants to other agencies. The conditional approval afforded the ability to initiate the background investigation. Unfortunately, one applicant who passed the Chief's interview withdrew and accepted another position at another agency.

Police Chief Weiks advised that all three applicants completed the Chief's interview. The applicant who passed the interview was the applicant who ranked number three on the list. The first two applicants did not pass the Chief's interview. Consequently, the list is no longer viable. Staff plans to request approval of a proposed continuous recruitment process similar to entry level police officers.

Chair Tee said the Commission previously agreed to enable staff to proceed with interviewing with review and approval of a list by the Commission following during a subsequent meeting. It is also possible to call a special meeting to help expedite processes.

Police Chief Weiks advised that the City has paused four positions in the City over the next several months. The intent is to present the proposal to the Commission at the June meeting to assist in starting the process when the City releases the position.

Chief Examiner McGarva said that based on Civil Service Rules, it is possible for staff to conditionally approve parts of the interview process, such as the Chief's interview; however, the Commission must approve the eligibility list even though the list includes three names that are no longer viable. The proposed action is a formality.

**MOTION:**

**Commissioner Chard moved, seconded by Chair Tee, to approve the Police Services Specialist I Eligibility List as presented. A voice vote approved the motion.**

**APPROVAL OF  
FIRE  
LIEUTENANT AND  
PARAMEDIC  
LIEUTENANT  
ELIGIBILITY  
LISTS:**

Chief Examiner McGarva reported three applicants applied for the Fire Lieutenant-Promotional position. All three applicants passed the written exam and an assessment center. The proposed list includes three names for the Fire Lieutenant-Promotional position.

**MOTION:**

**Commissioner Chard moved, seconded by Chair Tee, to adopt the Fire Lieutenant-Promotional Eligibility List as presented. A voice vote approved the motion.**

Chief Examiner McGarva said the Paramedic Lieutenant-Promotional position

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requires an exam plan used for the Fire Lieutenant position as well as an additional oral board for the Paramedic Lieutenant position. One applicant applied for the position. The applicant completed the oral board and received a combined passing score of 81.83. The proposed list includes one name.

**MOTION:** **Commissioner Chard moved, seconded by Chair Tee, to approve the Paramedic Lieutenant-Promotional Eligibility List as presented. A voice vote approved the motion.**

**NEXT MEETING DATE:** The next meeting is scheduled on Thursday, June 8, 2023.

**UPDATES:** Commissioner Chard requested the addition of an update on the June meeting agenda to discuss the failed ballot measure for the Regional Fire Authority and how it might affect the Fire Department.

Police Chief Weiks reported the department has one police officer opening. The department conducted interviews from the list last week with the intent of moving two candidates to the background process. One individual is employed by another law enforcement agency in the state. A second position opens up on July 1, 2023. Two officers hired in March are still pending attendance to the police academy. Timing for the academy has moved from December 2023 to the end of October or early November 2023.

Assistant Fire Chief Crimmins reported that with the approval of the Fire Lieutenant-Promotional list, the department has one position open. The Chief interviews have been completed. Staff anticipates filling the position by June 1, 2023 with all Fire Lieutenant positions filled.

One Firefighter Paramedic who was initially hired as a lateral Firefighter Paramedic was cleared and is serving on the medic unit.

Medic One has scheduled testing for Firefighter Paramedics in June 2023. The Department has one position open.

**ADJOURNMENT:** **Commissioner Chard moved, seconded by Chair Tee, to adjourn the meeting at 6:03 p.m. A voice vote approved the motion.**

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Simon Tee, Chair

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Juliann McGarva, Secretary Chief Examiner